

# HEARTLAND FIRE TRAINING



## FIVE YEAR CAPITAL IMPROVEMENT PLAN

2015 - 2020



## Heartland Fire Training Authority Capital Improvement Plan 2015 - 2020

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### INTRODUCTION

The Five-Year Capital Improvement Plan (CIP) is a collaborative effort to identify Authority capital projects over the next five years and to assess the Authorities' financial capability in addressing these requests. A long-term plan becomes more important as we must consider spending priorities between competing operational and capital needs. As such, it is not adopted as a spending authority, but rather serves as a policy document for planning purposes. Spending authority for recommended capital improvement projects identified in the plan will be considered for approval by the Board of Commissioners when adopting the annual budget.

This Five-Year CIP serves a dual purpose. First, it provides an analysis of capital needs; secondly, it serves as a work program identifying costs along with prioritizing scheduling requirements. Capital projects with partial funding or without funding (identified as "unfunded") will be considered for appropriation in the Annual Budget or carried forward to future years for continued evaluation and possible implementation.

The following fiscal policy, as adopted in the Annual Budget, provides direction for the preparation of the CIP.

### FIVE-YEAR CAPITAL IMPROVEMENT PLAN

The Authority will prepare a Five-Year Capital Improvement Expenditure and Financing Plan that will be reviewed on a yearly basis. Capital improvements programming and budgeting requires identifying all anticipated capital expenditures for the Authority. Capital expenditures include expenditures for building, land, major equipment and other items that are of significant value and have a useful life of several years. New improvements and the maintenance of capital project needs to be prioritized with operating budget demands and balanced with Authority membership and contract fees. The Authority will coordinate the development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in consideration of capital project requests.

The Five-Year CIP serves as a planning document in which the first year is utilized in prioritizing and budgeting for capital projects in next year's annual budget. Each subsequent year project needs and priorities are revisited and the revenue and expenditure data is updated. The CIP will also serve to identify capital project funding level needs in conjunction with the Authority Business Plan.

Unlike the operating budget that covers routine cost for service delivery, the capital budget covers the non-routine cost of infrastructure and public buildings. These facilities serve to carry out the Authority's business and services provided to the community.



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Purposes and advantages for separating capital and operational planning and establishing a longer-term plan include:

- Provides for communication and consensus building.
- Along with the Authority's Business Plan, it serves as a forerunner in preparing the annual budget by providing a big picture overview before considering the details.
- Serves to enhance the Business Plan by providing for known capital project needs that may be financed from operating budget sources, bringing the CIP fiscal perspective to operational budget planning.
- Provides for a single-source document identifying capital improvement project needs and proposed funding sources.
- Shifts capital budgeting from being reactive to proactive and creates discipline for accomplishment.
- Provides a planning document coordinating timing of capital projects with long-term financial planning.
- Provides a critical link in developing the annual budget by identifying "pay-as-you-go" capital funding requirements for budget appropriations, ensuring proper consideration to the capital needs during fiscally difficult times when the focus is shifted to operating costs.
- Provides for more orderly planning whereby new urgent projects will compete with an inventory of other known capital needs.
- Defines the need to establish and maintain CIP reserves.
- Helps to provide for continuity during times of changing personnel.
- Serves to identify incremental operating costs and/or savings of newly remodeled or built projects.
- Serves as an important "management practice" criteria contributing to a more favorable rating by credit rating agencies.



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## METHODOLOGY

### Definition

Capital improvement projects are projects that are constructed, improved, or represent the purchase or repair of public buildings or infrastructure. It is real property (capital projects) vs. personal property (capital outlay). Capital improvement projects are projects requiring expenditures exceeding \$10,000, with a useful life expectancy of five years or more and funding is not limited to a single fiscal year period.

Capital outlay on the other hand is budgeted in the operating budget. It is generally detached and freestanding of facilities or infrastructure. It is a budget category that includes equipment and tangible items such as furniture, fixtures, machinery, and other relatively minor fixed assets with a useful life of up to three years with a valuation over \$1,000. Replacement equipment and Information Technology (IT) equipment are examples of items funded as capital outlay.

### Organization of the Capital Improvement Program

Projects in the Authority's Capital Improvement Plan are placed in one of six categories:

- Construction of Buildings
- Building modernization
- Construction of new props
- Prop repair and maintenance
- Facility repair and maintenance
- Equipment replacement

A separate project ranking form provides guidelines to establish project priority rating and overall ranking.

The availability of funding sources has served as a primary consideration in budgeting capital projects. Generally, priority has been given to projects currently underway for which the Authority is fully committed.

As some capital projects have no dedicated funding source, and it is anticipated CIP requests will exceed funding sources, a project may show the revenue source being "unfunded".



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### FINANCING SOURCES

- CIP Funding and Revenue assumptions from member and contractor fees
- General Fund -Funding ability is based on current operating costs and assumptions in the Business Plan.
- Donations

Significant projects proposed for funding in years 2015 - 2020 include:

<b><u>PRI</u></b>	<b><u>Project</u></b>	<b><u>Estimated Cost</u></b>	<b><u>FY Start</u></b>
1	Build new burn building	\$430,000.00	2015-2016
2	Relocate RS -1 slab area	\$15,000.00	2015-2016
3	Rehab current burn building	\$15,000.00	2015-2016
4	Install BA compressor, Wiring and enclosure	\$80,000.00	2015-2016
5	Academy Equipment	\$30,000.00	2015-2016
6	Vehicle Fire Prop	\$65,000.00	2016-2017
7	Enclosure for Forcible entry doors	\$10,000.00	2016-2017
8	Install Water recirculating system	\$1,000,000.00	2018-2019

<b>Project Name:</b> Burn Building	<b>Project Ranking:</b> 1	<b>Total Preliminary Cost Est:</b> \$430,000
<b>Project Location:</b> Heartland Fire Training	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project	Total Est Exp. as of 5/14/15: None
<b>Description:</b> Purchase and Install New 2 story burn building		<b>Category:</b> Construction of facilities
<b>Justification:</b> Current building is difficult to repair and out dated for training needs		
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2016 start of Academy		
<b>Operating Budget Effect and Amount:</b> HTF 902000-9060 is funded to \$350,000 with \$80,000 from the City of El Cajon. Cost includes having selected vendor pour slab, build and install building.		

COSTS						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)	430,000					430,000
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other:						-
Financing Costs						-
<b>PROJECT TOTAL:</b>	<b>430,000</b>	-	-	-	-	<b>430,000</b>
<b>Source(s) of Funds:</b>						-
HTF 902000-9060	350,000					350,000
City of El Cajon	80,000					80,000
						-
<b>FUNDING TOTAL:</b>	<b>430,000</b>	-	-	-	-	<b>430,000</b>

<b>Project Name:</b> Relocate RS-1 slab training area		<b>Project Ranking:</b> 2		<b>Total Preliminary Cost Est:</b> \$15,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Pour new concrete slab area, relocate connex containers, Reorganize confined space rescue area		<b>Category:</b> Construction of facilities				
<b>Justification:</b> With install of new burn building, Rescue Systems 1 slabs must be moved north						
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2016 start of Academy						
<b>Operating Budget Effect and Amount:</b> HTF 902000-9060						
<b>COSTS</b>						<b>Five-Year Total</b>
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)	15,000					15,000
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other:						-
Financing Costs						-
<b>PROJECT TOTAL:</b>	<b>15,000</b>	-	-	-	-	<b>15,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9060	15,000					15,000
						-
						-
<b>FUNDING TOTAL:</b>	<b>15,000</b>	-	-	-	-	<b>15,000</b>



<b>Project Name:</b> Rehab Old Burn building	<b>Project Ranking:</b> 3	<b>Total Preliminary Cost Est:</b> \$15,000
<b>Project Location:</b> Heartland Fire Training	<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project	Total Est Exp. as of 6/30/12: None
<b>Description:</b> Mitigate collapse hazards, seal walls and ceiling, install new flooring		<b>Category:</b> Construction of facilities
<b>Justification:</b> Burn portion is being replaced by new building - this will be turned into a 3 story training building		
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2016 start of Academy		
<b>Operating Budget Effect and Amount:</b> HTF 902000-9060		

COSTS						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)	15,000					15,000
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other:						-
Financing Costs						-
<b>PROJECT TOTAL:</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>Source(s) of Funds:</b>						-
HTF 902000-9060	15,000					15,000
						-
						-
<b>FUNDING TOTAL:</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>

<b>Project Name:</b> Install new BA compressor		<b>Project Ranking:</b> 4		<b>Total Preliminary Cost Est:</b> \$80,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Purchase and install new BA compressor		<b>Category:</b> Construction of facilities				
<b>Justification:</b> Ability to refill air bottles is paramount, Mobile air systems air increasingly difficult to obtain						
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2016 start of Academy						
Operating Budget Effect and Amount: HTF 902000-9060						
<b>COSTS</b>						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)	430,000					430,000
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other:						-
Financing Costs						-
<b>PROJECT TOTAL:</b>	<b>430,000</b>	-	-	-	-	<b>430,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9060	350,000					350,000
City of El Cajon	80,000					80,000
						-
<b>FUNDING TOTAL:</b>	<b>430,000</b>	-	-	-	-	<b>430,000</b>

<b>Project Name:</b> Purchase Academy Equipment		<b>Project Ranking:</b> 5		<b>Total Preliminary Cost Est:</b> \$30,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Acquire equipment to meet new FF1 standards		<b>Category:</b> Construction of facilities				
<b>Justification:</b> New standards require new or additional equipment. Previously equipment was borrowed from SD County						
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2016 start of Academy						
Operating Budget Effect and Amount: HTF 902000-9020						
<b>COSTS</b>						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)						-
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other: 9020	30,000					30,000
Financing Costs						-
<b>PROJECT TOTAL:</b>	<b>30,000</b>	-	-	-	-	<b>30,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9020	30,000					30,000
						-
						-
<b>FUNDING TOTAL:</b>	<b>30,000</b>	-	-	-	-	<b>30,000</b>

<b>Project Name:</b> Purchase a commercial vehicle fire prop		<b>Project Ranking:</b> 6		<b>Total Preliminary Cost Est:</b> \$65,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Acquire Prop to meet new FF1 standards		<b>Category:</b> Construction of facilities				
<b>Justification:</b> New standards require new or additional equipment.						
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2018 start of Academy						
Operating Budget Effect and Amount: HTF 902000-9020						
<b>COSTS</b>						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)						-
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other: 9020		65,000				65,000
Financing Costs						-
<b>PROJECT TOTAL:</b>	-	<b>65,000</b>	-	-	-	<b>65,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9020		65,000				65,000
						-
						-
<b>FUNDING TOTAL:</b>	-	<b>65,000</b>	-	-	-	<b>65,000</b>

<b>Project Name:</b> Purchase a protective cover for Forcible entry props		<b>Project Ranking:</b> 7		<b>Total Preliminary Cost Est:</b> \$10,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Build a cover / enclosure for forcible entry props		<b>Category:</b> Construction of facilities				
<b>Justification:</b> Current props are exposed to weather						
<b>Project Status and/or Timeline for Project Completion:</b> Complete prior to January 2018 start of Academy						
Operating Budget Effect and Amount: HTF 902000-9060						
<b>COSTS</b>						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)						-
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other: 9020		10,000				10,000
Financing Costs						-
<b>PROJECT TOTAL:</b>	-	<b>10,000</b>	-	-	-	<b>10,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9060		10,000				10,000
						-
						-
<b>FUNDING TOTAL:</b>	-	<b>10,000</b>	-	-	-	<b>10,000</b>

<b>Project Name:</b> Water recirculating system		<b>Project Ranking:</b> 8		<b>Total Preliminary Cost Est:</b> \$1,000,000		
<b>Project Location:</b> Heartland Fire Training		<input checked="" type="checkbox"/> New Project <input type="checkbox"/> Prior Year Project		Total Est Exp. as of 6/30/12: None		
<b>Description:</b> Purchase and install a water recirculating system		<b>Category:</b> Construction of facilities				
<b>Justification:</b> Facility currently uses drinking water, not sustainable into the future						
<b>Project Status and/or Timeline for Project Completion:</b> No funding identified. Researching grants						
Operating Budget Effect and Amount:						
<b>COSTS</b>						Five-Year Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Architectural Services (8315)						-
Consulting Services (8325)						-
Engineering Services (8335)						-
Engineering-Internal (8336)						-
Legal Services (8345)						-
Other Prof/Tech Services (8395)						-
Land Acquisition (9050)						-
Construction-Buildings (9060)			1,000,000			1,000,000
Infrastructure (9065)						-
Relocation Costs (9080)						-
Other:						-
Financing Costs						-
<b>PROJECT TOTAL:</b>	-		<b>1,000,000</b>	-	-	<b>1,000,000</b>
<b>Source(s) of Funds:</b>						
						-
HTF 902000-9060						-
Grants						-
						-
<b>FUNDING TOTAL:</b>	-	-	-	-	-	-