

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 3 <i>Capital Project Planning Guidelines</i>

Relevant Information: Funds allocated to facilities and land owned or proposed to be owned and/or improved by UFA are allocated in a manner that meets the goals of the Fire Chief and UFA Board in order to provide a safe and effective environment for UFA personnel and to protect assets owned by UFA.

Policy Statement: It is the policy of the Board that major maintenance projects, and operation costs and repairs identified by CFO or designee and departments will be budgeted by personnel responsible for facilities within their operation budgets. All capital maintenance projects, capital improvement projects, capital development projects, and land acquisition projects will be reviewed for final prioritization recommendation by a prioritization committee. The CFO or designee will receive and coordinate necessary information from all UFA depts. to define and justify which are capital project requests. The CFO or designee will prepare a capital project budget presentation for the Board. Projects for protecting, enhancing, or optimizing existing physical facilities will be prioritized according to criteria set forth by the Fire Chief and reported to the Board.