

BASE BUDGET EQUIPMENT AND CIVIC FACILITIES FUNDING ALLOCATION POLICY

Council Policy No. 04/00

POLICY:

It is the policy of the City of Fort St. John to provide funding out of Current Year Revenues (Base Budget) and from the Oil and Gas Revenue Reallocation Program for purposes of: a) acquisition of additional or replacement computer equipment, office equipment, office furniture, other minor equipment, b) to establish reserve funds for major equipment acquisition and replacement, c) to establish reserve funds for major maintenance and repair program for civic facilities.

POLICY BACKGROUND:

The City is not required to establish or account for depreciation of its capital assets, therefore, it is deemed advisable and prudent to establish a policy which allocates annual funding out of the Base Budget and the 1998 Oil and Gas Accord to provide for current and future capital expenditures of non-infrastructure type of assets.

POLICY GOAL:

1. It is the goal of this policy to establish criteria under which the City will allocate such funding.
2. It is the goal of this policy to provide for annual contribution out of the Base Budget to meet current and future expenditures specifically outlined.

POLICY OBJECTIVE:

The annual base budget shall include the following allocations for replacement and/or new equipment/computers and furnishings required to maintain and support the City's annual operations.

1. Fire Department

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|----|---|-------------|
| a) | Major Vehicle Replacement Program - Pursuant to Equipment Replacement Program | |
| b) | Minor Equipment and Office Furnishings Program | \$10,000.00 |
| c) | Computer Upgrading Program | \$1,000.00 |
| d) | Computer Upgrading Program | \$1,000.00 |

2. Recreation Department

- | | | |
|----|---|-------------|
| a) | Major Vehicle Replacement Program - Pursuant to Equipment Replacement Program | |
| b) | Minor Equipment Replacement and Office Furnishing Program | \$10,000.00 |
| c) | Computer Upgrading Program | \$8,000.00 |

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Council Policy No. 04/00

POLICY OBJECTIVE: (continued)

3. City Hall

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|----|---|-------------|
| a) | Computer Upgrading Program | \$30,000.00 |
| b) | Minor Equipment and Office Furnishing Program | \$25,000.00 |

4. Public Works and Transportation Services

- a) Major Vehicle Replacement Program - Pursuant to Equipment Replacement Program
- b) Minor Equipment and Office Furnishing Program - Included in City Hall
- c) Computer Upgrading Program - Included in City Hall

5. RCMP

- | | | |
|-----|---|-------------|
| a) | Minor Equipment and Office Furnishing Program | \$10,000.00 |
| b) | Computer Upgrading Program | \$1,000.00 |
| i) | A replacement schedule developed and the annual required contribution established and worked into the annual budget(s). | |
| ii) | Additions of new equipment that are contemplated to improve the effectiveness and efficiency of existing programs shall be incorporated into the Equipment Replacement Program where appropriate. | |

6. Commencing in 1998, the Base Budget shall establish a Computer and Technology Infrastructure and Development Budget funded annually from available general revenues or proceeds from the Oil and Gas Revenue Reallocation Program. A minimum of \$100,000.00 to be budgeted in 1998 and \$200,000.00 in each subsequent year for a minimum of four years.

7. Furthermore, that the annual Base Budget provides funding for:

- a) Major equipment acquisition and replacement as determined by the annualized equipment replacement schedule.
- b) Major maintenance and repair to civic facilities shall be specifically identified on an annual basis.

POLICY GENERAL:

1. That any leasing costs be firstly appropriated from the annual Base Budget allocation.
2. That Component 4 expenditures be deemed as transfers to Capital and Loan Funds or Reserves established pursuant to Section 378 of the Municipal Act.