

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Finance Committee (Round 1 Budget) – November 25 and 26, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: **2025 ROUND 1 BUDGET PROPOSAL FOR PUBLIC TRANSIT AND FLEET MAINTENANCE FACILITY [310 AND 312]**

RECOMMENDATION(S)

THAT the report titled 2025 Round 1 Budget Proposal for Public Transit and Fleet Maintenance Facility [310 and 312] be received for information.

BACKGROUND

As part of the Budget Process staff report potential budget adjustments to the Board. Budget Proposals provide the detail to support the potential adjustment and allow the Board to make informed decisions regarding funding projects or service enhancements, as well as ways to reduce the budget.

DISCUSSION

2025 R1 Budget Proposal

1	<i>Function Number – Project Title:</i>	[310 and 312] – Transit and Fleet Maintenance Facility Required Maintenance and Space Optimization (Phase 1)
	<i>Risk Factor:</i>	MEDIUM: Normal - Service Level Impact
	<i>Category:</i>	Non-Mandatory Board Directed or Business Continuity
	<i>Geographic Areas Affected:</i>	Sechelt
	<i>2025 Funding Required:</i>	\$85,000 (one time)
	<i>Funding Source(s):</i>	Fleet [312] Capital Reserves - \$28,280 Transit [310] Operating Reserves - \$56,720
	<i>Rationale / Service Impacts:</i>	The Transit and Fleet Maintenance Facility was constructed in 1995 with an expansion in 2006. The building has only had a few investments and minor repairs over the past thirty years. There is no capital plan in place for the building.

		<p>The main floor office configurations, flooring, and painting are original, with the exception of a customer service front counter added in 2018.</p> <p>Over the past ten years, there have been increases in transit service hours as well as the number of corporate fleet units, which has resulted in additional staff requiring work space as well, particularly in the dispatch and driver interface area. The interior of the building and main floor workspaces are in desperate need of an upgrade and retrofit to enable additional work stations.</p> <p>The proposal requests consideration for a phased approach to interior building repair and maintenance.</p> <p>Phase 1 includes:</p> <ul style="list-style-type: none"> - Renovation of dispatch and driver interface area to allow for two workstations and more effective use of space - Renovation of lunchroom and photocopy area to allow more effective use of space, and accommodate a larger lunch area within the same space - New flooring throughout main floor and stairwell to second floor area - Painting throughout main floor and stairwell to second floor area <p>It is anticipated that this project will be managed and executed by the Building Maintenance team.</p> <p>Future budget proposals for repair and maintenance to the fleet offices area to come forward in a future year.</p>
	<p><i>HR Implications</i></p>	<p><input type="checkbox"/> Additional FTE <input type="checkbox"/> Existing FTE <input checked="" type="checkbox"/> No Additional FTE or Resourcing <input type="checkbox"/> Term or Student (TIME)</p>
	<p><i>Future Financial Implications and Life Cycle Cost Breakdown</i></p>	<p>n/a</p>
	<p><i>Asset Management Implications:</i></p>	<p>2.0 O&M and Capital Planning</p>
	<p><i>Climate Action Plan Goal and Impact (if applicable)</i></p>	<p>n/a</p>

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
310 Transit	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
2025 BPs	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225

312 Fleet Maintenance	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$ 106,162	\$ 77,882	\$ 77,882	\$ 77,882	\$ 77,882
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
2025 BPs	-\$ 28,280	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 77,882	\$ 77,882	\$ 77,882	\$ 77,882	\$ 77,882

Five-Year Operating Reserve Plan (or longer, if applicable)
 (use table illustrating capital contributions and expenditures, if available)

310 Transit	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 515,849	\$ 742,286	\$ 742,286	\$ 742,286	\$ 742,286
2024 Operating Surplus	\$ 408,157	\$ -	\$ -	\$ -	\$ -
2025 Budget Proposals	-\$ 56,720	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	-\$ 125,000	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 742,286	\$ 742,286	\$ 742,286	\$ 742,286	\$ 742,286

312 Fleet Maintenance	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 36,239	\$ 9,338	\$ 4,669	\$ -	\$ 2,335
2024 Operating Deficit	-\$ 22,232	\$ -	\$ -	\$ -	\$ -
2025 Budget Proposals	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	-\$ 4,669	-\$ 4,669	-\$ 4,669	\$ 2,335	\$ 4,669
Closing Balance in Reserve	\$ 9,338	\$ 4,669	\$ -	\$ 2,335	\$ 7,004

Reviewed by:			
CAO		Legislative	
CFO		Manager	
GM	X – S. Gagnon	Other Staff	