

UNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

AUTHOR: Tina Perreault, Chief Administrative Officer / Chief Financial Officer

SUBJECT: **2025 ROUND 1 BUDGET PROPOSAL FOR FIELD ROAD BUILDING MAINTENANCE [114]**

RECOMMENDATION(S)

THAT the report titled 2025 Round 1 Budget Proposal for Field Road Building Maintenance [114] 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 Proposals

1	<i>Function Number – Project Title:</i>	***NEW [114] – Field Road Building Maintenance – Mandatory Repairs and Maintenance – Base Budget Increase
	<i>Risk Factor:</i>	MEDIUM: Normal - Service Level Impact
	<i>Category:</i>	Non-Mandatory Board Directed or Business Continuity
	<i>Geographic Areas Affected:</i>	Regional
	<i>2025 Funding Required:</i>	\$60,000
	<i>Funding Source(s):</i>	Support Services
	<i>Rationale / Service Impacts:</i>	The SCRD's administrative building is 20 years old. Several items with the facility are at or nearing the end of their useful life. These include repairs to mechanical systems (HVAC), equipment, and other building components which are causing safety concerns. There has not been an increase in this area for over 10 years.

		A capital plan is being developed, including condition assessment. It is anticipated that large capital costs will be required in the coming, including an increase to reserve contributions. This is expected to be presented as part of the 2026 Budget and capital planning process.
	<i>HR Implications</i>	<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)
	<i>Future Financial Implications and Life Cycle Cost Breakdown</i>	Ongoing Requirements – Base Budget Increase \$60,000
	<i>Asset Management Implications:</i>	4.0 Understanding the Asset Lifecycle
	<i>Climate Action Plan Goal and Impact (if applicable)</i>	Goal 14: Buildings are as efficient as possible and lock into zero-emission options as much as possible.

2	<i>Function Number – Project Title:</i>	***NEW [114] – Field Road Vehicle Compound Extension and Upgrades for Additional Electric Vehicles (Part of EV Phase 2 – 2022 Project)
	<i>Risk Factor:</i>	MEDIUM: Normal - Service Level Impact
	<i>Category:</i>	Non-Mandatory Board Directed or Business Continuity
	<i>Geographic Areas Affected:</i>	Regional
	<i>2025 Funding Required:</i>	\$150,000
	<i>Funding Source(s):</i>	Support Services
	<i>Rationale / Service Impacts:</i>	The SCR D fleet replacement strategy is to replace fossil fuel vehicles with electric vehicles (EV) to meet Corporate GHG targets. The transition EV requires sufficient charging infrastructure to support the daily operation of EV. Currently there are 6 EV based at Field Road which are supported by 4 level II and 3 level I chargers. Due to the constraints of the current electrical supply infrastructure at Field Road the level II chargers are operating at extremely reduced capacity which is limiting the useful range of EV. There are a number of fossil fuel vehicles planned for replacement with EV in the next 2 years (recommended replacement schedule is being developed as part of the Fleet

		<p>Strategy). An electrical design consultant conducted an electrical assessment of Field Rd location to determine the future charging needs and electrical service infrastructure upgrades required to support the anticipated EV fleet to be based at Field Road over the next 2 years and 5 years.</p> <p>Implementation of this project in two phases would result in capacity for 15 level II chargers within 5 years.</p> <p>Phase 1 Infrastructure upgrades at Field Road include:</p> <ul style="list-style-type: none"> - Connection to the main switchboard in the Field Road Office Building - Outdoor rated transformer and base installed in the fleet parking area - Distribution panel installed in the fleet parking area - Significant trenching and cabling - Installation of 6 new level II chargers - Most of the new chargers will be pedestal mounted - Expansion of the parking area to accommodate additional vehicles and chargers including, relocation of storage container, moving fencing and surface grading.
	<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>Phase 2 - Upgrade \$45,000 (estimated in 2024 dollars)</p> <p>TOTAL PROJECT: \$195,000 (not including public charging option)</p>
	<p><i>Asset Management Implications:</i></p>	<p>5.0 Asset Governance</p>
	<p><i>Climate Action Plan Goal and Impact (if applicable)</i></p>	<p>Goal 14: Buildings are as efficient as possible and lock into zero-emission options as much as possible.</p>

Financial Implications

Five-Year Capital Reserve Plan (or longer, if applicable)					
(use table illustrating capital contributions and expenditures, if available)					
	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve	\$319,092	\$339,092	\$359,092	\$379,092	\$399,092
Contributions Surplus	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$339,092	\$359,092	\$379,092	\$399,092	\$419,092

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

	2025	2026	2027	2028	2029
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in Reserve	\$ 250,128.00	\$ 296,668	\$ 296,668	\$ 296,668	\$ 296,668
2024 Operating Surplus	\$ 46,540.00	\$ -	\$ -	\$ -	\$ -
2025 Budget Proposals	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution to Reserve	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance in Reserve	\$ 296,668	\$ 296,668	\$ 296,668	\$ 296,668	\$ 296,668

Reviewed by:			
CAO		Legislative	
CFO		Manager	
GM		Other Staff	