



# REPORT

To: Chair and Directors

Report Number: FN-BRD-048

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 160 Fleet Administration Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for function 160 – Fleet Administration in the 2021 Financial Plan.

## **BACKGROUND/RATIONALE:**

The 2021 Budget process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

At the November 12, 2020 Regional Board meeting, the following three resolutions were made:

### *MOVED, SECONDED, and CARRIED*

1. That the Regional Board approve the transfer of \$28,308.83 in Capital Vehicle Funds located within the Building Inspection Function 405, to the Capital Fleet Function 160.
2. That the Regional Board approve the supplemental request to replace Unit 18, 2012 Chevrolet Equinox, Unit 20, 2012 Chevrolet Equinox, Unit 26, 2017 Dodge Caravan, Unit 9, Trailtech Trailer and Unit 16, Load Trail Dump Trailer with an all-wheel drive SUV, two small 4x4 trucks, a flatdeck trailer equivalent to Unit 9, and a tridem dump trailer.
3. That the Regional Board approve the supplemental requests to purchase additional fleet in 2021 to consist of one 4x4  $\frac{3}{4}$  tonne truck and one 4x4 service van at a maximum cost of \$125,000 for the two additional vehicles.

The recommendation to include the budget is as a result of the three approvals given on November 19, 2020, and the attached draft budget includes the transfers and purchases approved on that date.

The 2021 Fleet Administration budget is based on actual fleet use in 2019. The total Capital budget is \$309,860, and the Operational budget is \$195,455, an overall decrease of \$3,689 or -0.72% from 2020. Compared to 2020, Operational expenditures have decreased and Capital expenditures have increased as a result of two (2) additional fleet vehicles being added to the existing fleet.

The total budget includes operational and capital surplus funds from 2020. All of the pre-determined vehicle allocations were presented in the "2021 Fleet Capital Budget Pre-Approval – ENV-BRD-018" report, and are again presented in Table 1 of the Financial Considerations.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

**FINANCIAL CONSIDERATION(S):**

There is no requisition directly related to this function. Funding for the Fleet Administration Function is provided by allocations to other functions that utilize the fleet. The following table reflects the funding allocations within each of the applicable functions.

**Table 1. 2021 Vehicle Allocations per Function**

Function	2021 Vehicle Allocation	Function	2021 Vehicle Allocation
100- Admin	\$ 40,213.53	405- Building Inspection	\$ 12,029.95
200- Reg. Parks	\$ 50,682.50	430- Rolla Creek Dyke	\$ 3,615.89
210- Comm. Parks	\$ 3,426.58	500- Regional Solid Waste	\$ 151,994.84
220- Reg. Rec.	\$ 554.84	520- Invasive Plants	\$ 17,385.48
221- Sub-Reg. Rec.	\$ 136.96	525- NP TV	\$ 753.42
225- Kelly Lake Comm. Centre	\$ 136.96	601- Charlie Lake Sewer	\$ 2,385.62
245- NP Leisure Pool	\$ 264.42	602- Chilton Sewer	\$ 4,628.22
260- Clearview Arena	\$ 136.96	603- NP Airport Sewer	\$ 2,046.88
265- Buick Creek Arena	\$ 342.41	605- Harper Imperial Sewer	\$ 4,628.22
275- Grants to Comm. Org.	\$ 254.91	606- Kelly Lake Sewer	\$ 12,263.18
300- Emergency Planning	\$ 2,257.51	607- Rolla Sewer	\$ 11,157.83
315- Charlie Lake Fire	\$ 1,333.32	701- NP Airport Water	\$ 1,679.60
335- Mob. Lake Rural	\$ 136.96	702- Area B Pot Water	\$ 5,023.91
400- Management Of Development	\$ 9,011.80	<b>Total:</b>	<b>\$ 338,482.71</b>

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. Function 160 Fleet Administration Draft 2021 Budget
2. F160 – Supplemental – Fleet Replacement and New Fleet Purchases