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## 75 King Street Facility Renovation – 2019 Budget Adjustment Request

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:  
That a budget adjustment of \$50,000 to Capital Project #1929 – CSR Building Renovations funded from the Public Works Buildings and Major Repairs Reserve be approved to expand the scope of renovations of the 75 King Street property to include the centralization of training groups.

### Topic and Purpose

The purpose of this report is to request City Council approval for a budget adjustment to Capital Project #1929 – CSR Building Renovations funded from the Public Works Buildings and Major Repairs Reserve. The funds are required to expand the scope of renovations currently underway at 75 King Street (Fleet Services).

### Report Highlights

1. Two internal training groups are being integrated to improve training functions for the organization.
2. Approval of \$50,000 in capital funding will allow for the two groups to be integrated in a centralized location resulting in optimization of training functions for the organization.

### Strategic Goal

This report supports the Strategic Goal of Core Services. Improving training functions for the organization will increase operators' skill sets making for a more efficient, engaged and safe work force.

### Background

Two internal training groups, one with a primary focus on 1A Driver Training, and the second focused on Heavy Equipment Operation Training, are situated in separate locations. Recently the two have been integrated into a single work group to improve current training standards, expand current scope of training and eliminate duplication and redundancy in scheduling and services. Expanding the scope of the renovations currently underway at 75 King Street (Fleet Services) will allow for the group to be integrated and centrally located leading to better communication and level of service to internal operations.

### Report

#### Integration of Training Groups

The recent corporate reorganization resulted in Fleet Services joining the Roadways, Fleet & Support division, and provided an opportunity to integrate two internal training groups that were offering similar services. The integration will result in improved training

standards and an expanded scope of training services leading to stronger operator skill sets, increased safety performance and a more efficient, engaged work force.

### Central Location for Training

A central location for this new training group will maximize their efficiency through improved planning and scheduling, as well as allow for cross training and increased program development. From an operational perspective, 75 King Street (currently houses the full Fleet Services section) is centrally located in City Yards allowing for more efficient communication, availability and integration of training within the Roadways, Fleet & Support operations.

### Current Scope

The current scope of Capital Project #1929 – CSR Building Renovations is to modify the 75 King Street (Fleet Services) building entrance to create a safe, customer-focused entry, physically separating the shop office and shop work area; minimizing work disruption and improving internal customer service. Expanding the renovation plan will create more work space for the additional staff. Time and money will be saved by doing the work at the same time as the planned renovation.

### **Options to the Recommendation**

The Administration may be directed to maintain the status quo with the trainers continuing to work separately in two locations. This is not recommended as the goal is to provide a one-stop service for internal equipment training.

### **Financial Implications**

There is sufficient funding in the Public Works Buildings and Major Repairs Reserve for the scope change of \$50,000 to Capital Project #1929 – CSR Building Renovations.

### **Other Considerations/Implications**

There are no policy, public and/or stakeholder involvement, communications, environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

Legislative changes impacting the current driver training program come into effect March 15, 2019. Project completion of May 15, 2019 will facilitate development and implementation of the updated program.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Report Approval**

Written by: Cathy Davidson, Operations Manager, Roadways, Fleet & Support  
Reviewed by: Brodie Thompson, Acting Director of Roadways, Fleet & Support  
Approved by: Angela Gardiner, Acting General Manager, Transportation & Construction Department

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