Minute No. 105
Report - Standing Policy Committee on Public Works - December 2, 2004

Item No. 1 **Delegation of Authority to the Chief Administrative Officer - Transit Tickets, Transfers and Passes**
File GC-11 [c/r TT-2]

COUNCIL DECISION:

Council concurred in the recommendation of the Standing Policy Committee on Public Works and adopted the following:

1. That the Chief Administrative Officer be delegated the authority to commit funds from future year's operating budgets by entering into annual contracts for the supply and delivery of bilingual Transit tickets, passes, and transfers, in an amount not to exceed $300,000.00 for each year.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

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DECISION MAKING HISTORY:

Moved by Councillor Eadie,

That the recommendation of the Standing Policy Committee on Public Works be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On December 8, 2004, the Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Public Works and submitted the matter to Council.

STANDING COMMITTEE RECOMMENDATION:

On December 2, 2004, the Standing Policy Committee on Public Works concurred in the administrative recommendation and submitted the matter to the Executive Policy Committee and Council.

REPORT

RE:	**Delegation of Authority to the Chief Administrative Officer – Transit Tickets, Transfers & Passes**
FOR SUBMISSION TO:	**Standing Policy Committee on Public Works**
ORIGINAL REPORT SIGNED BY:	**T. Dreolini, Acting Director of Transit**
REPORT DATE:	**November 16, 2004**

RECOMMENDATION(S):

1. **That the Chief Administrative Officer be delegated the authority to commit funds from future year's operating budgets by entering into annual contracts for the supply and delivery of bilingual Transit tickets, passes, and transfers, in an amount not to exceed $300,000 for each year.**

REPORT SUMMARY:

Key Issues:

1. Bid opportunities for Transit Tickets & Passes and Transit Transfers result in commitments for future year budgets, which require the approval of Council.
2. Bus tickets, passes and transfers are a necessity for Winnipeg Transit's existing system, and will be for the foreseeable future.
3. Delegating the award authority to the Chief Administrative Officer allows Transit to integrate product changes and operational requirements in a timely manner.
4. Bus Operator feedback is important for incorporating improved security designs into future products.

Implications of the Recommendation(s):

General Implications:

X	None
	For the organization overall and/or for other departments
	For the community and/or organizations external to the City of Winnipeg
	Involves a multi-year contract

Comment:

Policy implications:

X	No
	Yes

Comment:

Environmental Implications:

X	No
	Yes

Comment:

Human Resources Implications:

X	No
	Yes

Comment:

Financial Implications:

X	Within approved current and/or capital budget
	Current and/or capital budget adjustment required

Comment: The approval of this recommendation has no financial implications.

REASON FOR THE REPORT:

Council may delegate their authority to the Chief Administrative Officer to enter into specific supply contracts that commit the City to future budgets

HISTORY:

The present prices for the two contracts are:

Supply and Delivery of Bilingual Transit Tickets and Passes - $130,500
Supply and Delivery of Dated Bilingual Transit Bus Transfers - $69,500

The typical annual cycle for producing the two (2) contracts is as follows:

January ---------- Transit Department Feedback provided by Bus Operators
February ---------- Transit Department Transit is prepared to make relevant changes to the following year's products and send out as a Bid Opportunity
March ---------- Transit Department Prepare Award Report
March ---------- Transit Department Award contract in a timely manner to ensure first delivery in September to allow quality checks and distribution to market by late December.

DISCUSSION:

Approval of this delegation of authority will allow the Transit Department to more seamlessly plan internal requirements in preparing for the two (2) Bid Opportunities and subsequent Award Reports. Presently, the annual cycle for producing bus tickets & passes and transfers, does not provide a sufficient amount of time for Transit activities and the coordination of information for the award report submission to Council for the two (2) contracts.

Without the delegation of authority to the Chief Administrative Officer, the two contracts would have to be issued in December of the given year, in order to have sufficient time for the report preparation and award process. Feedback from bus operators, obtained in late January, is identified as an important step in this Transit Department activity. Their input is vital as the Department relies on this input to improve security features. Under the present annual cycle timeline, operator-requested changes to products cannot be implemented for two (2) years.

Delegating this authority to the Chief Administrative Officer allows for bus operator feedback to be incorporated in time for next year's tickets, passes and transfers. This delegation of authority will result in contracts being awarded in advance of Council approving related budgets.

Financial Impact Statement **Date:** November 15, 2005

COMMENTS: **There is no financial impact to the recommendations of this report.**

Manager of Finance & Administration

IN PREPARING THIS REPORT THERE WAS CONSULTATION WITH, AND CONCURRENCE BY:

Legal Services
Corporate Finance

THIS REPORT SUBMITTED BY:

Department:	Transit
Division:	Transit Treasury
Prepared by:	Ed Yorski
File No.	514-2004