

# EXECUTIVE SUMMARY



**To:** Bogdan Vitas, City Manager

**From:** Myra Wittenberg, Manager / KWDoT *Myra W.*

**cc:** Jim Fitton, Director / Port & Transit

**Date:** September 10, 2012

**Subject:** Revision of Resolution for Designated Authority – Transportation Grants

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## **Action Statement:**

This is a request for approval to revise Resolution #11-303, to modify designated authority for the City of Key West Department of Transportation, by deleting former City Manager Jim Scholl, and adding new City Manager Bogdan Vitas; also amending representation for the Transportation Department by adding Carolyn Haia, Projects & Grants Manager, as additional Department designee, for purposes of grant management for transportation program funding.

Please note that with the exception of the one (1) City Manager modification; and the one (1) added designee (Carolyn Haia) that all existing language in Resolution #11-303, is to remain "status quo" and be incorporated into the body of the new resolution for purposes of clarity, continuity and consistency.

## **Project History:**

Certain grant applications, reports, compliance issues and other related management activities for grant funding received via the Florida Department of Transportation, Federal Transit Administration or other industry representatives, dictate that the City of Key West Department of Transportation have an approved City resolution of designated authority on file at all times.

This resolution allows the Department of Transportation staff to accomplish necessary and timely submittals of items required on a regular basis to assure grant programs run smoothly and without interruption. Resolution #11-303 was the last resolution approved by the Commission for that purpose.

Since that time, the City has hired a new City Manager; and the Transportation Department is requesting one (1) additional department representative, Carolyn Haia, Projects & Grants Manager, be added to the resolution. The new and revised resolution will provide the documentation necessary to perform continued grants management duties without interruption or delay.

To be sure everyone understands all the processes – it should be noted that there are "end user" authorizations and designees required to these grant programs as well. They include representatives of the Finance Department, who provide the electronic clearing house function or ECHO payment end of the programs. These individuals are not required to be approved or authorized by Commission resolution due to the fact that these functions only activate once a grant has been awarded, accepted and executed by the City. Currently, for information purposes, Cambria Martz, Coordinator II in Finance is the primary Finance Department representative, with Finance Director Roger Wittenberg, as alternate representative.

**Option #1:**

The City Commission would approve the request for resolution as noted here, for transportation related grant activities.

**Advantages**

The advantage is that the City will continue to do "business as usual" optimizing all opportunities for cost sharing of eligible public transportation expenses via the various grant program subsidies currently utilized by the Department of Transportation, City of Key West.

**Disadvantages**

There are no disadvantages to this option.

**Fiscal Impact**

The fiscal impact would vary each budget year but would provide grant assisted funding to continue to maintain and improve the City's public transportation operations.

**Option #2:**

The City Commission would not approve this resolution which could result in the City not receiving any transportation related grant assistance from State and Federal agencies until said "Resolution of Authority" were properly revised and approved by the City Commission, City of Key West.

**Advantages**

There are no advantages to this option if the City is to continue providing public transit service and reimbursement of eligible grant expenses via the Florida Department of Transportation (FDOT) and Federal Transit Administration (FTA), as well as other transportation industry agent who provide funding programs to the City.

**Disadvantages**

Not approving this resolution may result in an increase of required local fund dollars via gas tax or sales tax subsidy, due to the Staff's inability to effectively apply, accept, manage and secure certain grant dollars within defined time constraints that currently exist in various grant programs.

**Fiscal Impact**

The fiscal impact may be that the City sees an increase in the local share of funds required for public transportation services as a direct result of not having designated individuals and grant activities assigned and approved in advance to meet the various grant program deadlines.

**Recommendation:**

KWDoT recommends Option #1, which is approval of a revised resolution to include 1) modifying the designated City Manager from Jim Scholl to Bogdan Vitas 2) add one (1) additional representative for the Department of Transportation (City); that all other language as currently written in Resolution #11-303, be incorporated into the revised resolution and remain "status quo."

CH/mhw