

EXECUTIVE SUMMARY



To: Jim Scholl, City Manager
From: Rod Delostrinos, Director / KWT
Date: April 24, 2017
Subject: Resolution for Designated Authority – Transportation Grants

Action Statement:

This is a request for approval to revise Resolution #16-171, to modify designated authority for the City of Key West Transit Department (KWT), by deleting former Transportation Director, Norman Whitaker and adding the new Transportation Director Rodrigo G. Delostrinos, Jr.

Please note that with the exception of this modification; that all existing language in Resolution #16-171, 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 Transit Department have an approved City resolution of designated authority on file at all times.

This resolution allows the Transit Department staff to accomplish necessary and timely submittals of items required on a regular basis to assure grant programs run smoothly and without interruption. Resolution **#16-171** was the last resolution approved by the Commission for that purpose.

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, Carolyn Sheldon, Senior Grants Administrator, is the primary representative, with Finance Director Mark Finigan, as alternate representative.

Advantages / Disadvantages

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 Transit Department, City of Key West.

There are no disadvantages to approving this option.

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:

KWT recommends approval of a revised resolution to include 1) modifying the designated Transit Director from Norman Whitaker to Rod Delostrinos and that all other language as currently written in Resolution #16-171, be incorporated into the revised resolution and remain "status quo."