

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 403 Delegating Authority to the City Manager or Designee to Legally Bind the City of Shoreline for the Sole Purpose of Requesting Federal Reimbursement for Transportation Projects
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City Council approves, and the City Manager executes on behalf of the City, federal grant funding agreements. Subsequently, the Public Works Director, City Engineer, Transportation Services Manager and Engineering Manager direct, oversee and manage City engineering services for transportation projects that benefit from federal grant funding. This includes preparation and submittal of vouchers requesting repayment of project expenditures from federal grant funds. The Federal Highway Administration (FHWA) and Washington Department of Transportation (WSDOT) now require such vouchers to include a specific certification signed by an official who is authorized by Council to legally bind the City.

Resolution No. 403 provides this authorization, individually, for the City Manager, Public Works Director, City Engineer, Transportation Services Manager and Engineering Manager, solely for the purpose of requesting federal grant reimbursement for Federal Highway Administration funded projects.

RESOURCE/FINANCIAL IMPACT:

No financial impact is associated with adoption of this resolution. However, if this resolution is not adopted, Staff will be unable to administer reimbursement of project expenditures from federal grant funds.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 403, authorizing the City Manager, Public Works Director, City Engineer and Engineering Manager, individually, the authority to legally bind the City of Shoreline solely for the purpose of requesting federal grant reimbursement for Federal Highway Administration funded projects.

Approved By: City Manager **DT**

City Attorney **MK**

BACKGROUND

After the City Manager executes federal grant funding agreements for transportation projects, the Public Works Director, City Engineer, Transportation Services Manager and Engineering Manager direct, oversee and manage the day-to-day administration of the grant agreements, including submitting vouchers for reimbursement of project expenditures from grant funds.

Recent revision of a part of the Code of Federal Regulations (2 CFR 200.415(a)) requires that annual and final fiscal reports, *or vouchers requesting payment under federal agreements*, must include a specific certification signed by an official who is authorized by Council to legally bind the City. The Washington Department of Transportation (WSDOT), which administers such reimbursements for the Federal Highway Administration (FHWA), now requires documentation of such authorization to be submitted to WSDOT with each reimbursement request.

Resolution No. 403 provides authorization and documentation, individually, for the City Manager, Public Works Director, City Engineer, Transportation Services Manager and Engineering Manager to sign the required certifications.

RESOURCE/FINANCIAL IMPACT

No financial impact is associated with adoption of this resolution. However, without adoption of this resolution, Staff will be unable to administer reimbursement of project expenditures from federal grant funds.

RECOMMENDATION

Staff recommends that Council adopt Resolution No. 403, authorizing the City Manager, Public Works Director, City Engineer, Transportation Services Manager and Engineering Manager, individually, the authority to legally bind the City of Shoreline solely for the purpose of requesting federal grant reimbursement for Federal Highway Administration funded projects.

ATTACHMENTS

Attachment A: Resolution No. 403

RESOLUTION NO. 403

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DELEGATING AUTHORITY TO THE CITY MANAGER, THE PUBLIC WORKS DIRECTOR, THE CITY ENGINEER, THE TRANSPORTATION SERVICES MANAGER, ~~AND~~ THE ENGINEERING MANAGER TO LEGALLY BIND THE CITY OF SHORELINE FOR THE SOLE PURPOSE OF REQUESTING FEDERAL REIMBURSEMENT FOR TRANSPORTATION PROJECTS.

WHEREAS, the Federal Highway Administration, through the Washington State Department of Transportation, authorizes federal transportation funding to the City of Shoreline for transportation projects, and;

WHEREAS, the Code of Federal Regulations, 2 CFR 200.415(a), has been revised to ensure that annual and final fiscal reports or vouchers requesting payment under federal agreements must include a certification signed by an official who is authorized to legally bind the non-federal agency; and

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, organized as a Council-Manager form of government as provided in Chapter 35A.13 RCW; and

WHEREAS, the City Manager has been duly appointed by the City Council and serves as the City's chief executive officer, the City's auditing officer, and is the head of the administrative branch of the City's government and is responsible for the proper administration of all City affairs; and

WHEREAS, while the City Council approves, and the City Manager subsequently executes on behalf of the City, federal grant funding agreements, the Public Works Director directs, manages, and oversees the activities and operations of transportation projects that would benefit from federal grant funding, the City Engineer oversees the delivery of City engineering services for transportation projects, the Transportation Services Manager manages all activities within the transportation division of the Public Works Department, and the Engineering Manager directs, manages, and oversees the City's engineering and budgeting functions related to transportation projects, and

WHEREAS, in order to seek timely reimbursement for proper expenditures related to the federally funded transportation projects, the City Council desires to grant to the City Manager, the Public Works Director, the City Engineer, the Transportation Services Manager, and the Engineering Manager, individually, the authority to legally bind the City of Shoreline solely for the purpose of requesting federal grant reimbursement for Federal Highway Administration funded projects;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1: For the purpose of requesting reimbursement of federally funded transportation projects, the City Manager, the Public Works Director, the City Engineer, the Transportation Services Manager, and the Engineering Manager for the City of Shoreline are individually delegated authority pursuant to 2 CFR 200.415(a) to legally bind the City of Shoreline and certify the following:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

Section 2: This Resolution shall be in full force and effect immediately upon passage.

ADOPTED BY THE CITY COUNCIL ON _____, 2017.

Mayor Christopher Roberts

ATTEST:

Jessica Simulcik Smith, City Clerk