

**RESOLUTION 2018-128 PASSED: SEPTEMBER 24, 2018**

**AUTHORIZING CITY OF DEKALB USER ROLES FOR ALL  
FEDERAL AND STATE TRANSPORTATION GRANTS.**

**WHEREAS**, the City of DeKalb is the designated recipient of Downstate Public Transportation Act (30 ILCS 740/2-1 et seq.) ("Act") funds which authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

**WHEREAS**, The City of DeKalb is the designated recipient of urbanized area formula program assistance authorized and defined by 49 U.S.C. §5307 (A.)(2) for the DeKalb-Sycamore Metropolitan Area; and

**WHEREAS**, the City of DeKalb has agreed to serve as the fiscal agent for the DeKalb Sycamore Area Transportation Study (DSATS), the Metropolitan Planning Organization for the DeKalb urbanized area; and

**WHEREAS**, these transportation grant funds provided by the Federal Transit Administration, the Federal Highway Administration, and the Illinois Department of Transportation require the City Council designate specific staff person/position to perform specific user role functions.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DEKALB, ILLINOIS:**

**Section 1:** That the City of DeKalb Mayor is specified as the official designated to sign all grant contracts on behalf of the City.

**Section 2:** That the Transit Manager is designated as the Authorized Official to sign all grant applications, required grant reporting documents, and authorize staff to submit drawdown requests for the designated transit grants.

**Section 3:** That the DSATS Director is designated as the Authorized Official to sign all grant applications, required grant reporting documents, and authorize staff to submit drawdown requests for the designated DSATS grants.

**Section 4:** That the Finance Director is designated as the Financial Official.

**Section 5:** That the City Attorney is designated as the Legal Counsel / Attorney.

**Section 6:** That the aforementioned officials are authorized to submit a memo on City letterhead, to be filed with City Clerk, specifying an alternate official to perform the designated user functions in their absence.

**Section 7:** That the aforementioned Authorized Officials are authorized to submit a memo on City letterhead, to be filed the City Clerk, designating the staff persons/positions authorized for other user roles as designated by individual grants. These roles include: Request Payment User, Developer User, MPR Reporter, FFR Reporter, Civil Rights, User Manager, Submitter, Read Only, and any other user roles required by grantors in the future.

**Section 8:** That the aforementioned designations shall remain in effect until such time as a new Resolution is approved, designating revised user roles.

**PASSED BY THE CITY COUNCIL** of the City of DeKalb, Illinois at a Regular meeting thereof held on the 24<sup>th</sup> day of September, 2018, and approved by me as Mayor on the same day. Passed by an 8-0 Omnibus roll call vote under the Consent Agenda. Aye: Jacobson, Finucane, Marquardt, Fagan, Noreiko, Verbic, Faivre, Smith. Nay: None.

**ATTEST:**

  
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LYNN A. FAZEKAS, City Clerk



  
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JERRY SMITH, Mayor

**DATE:** September 25, 2018

**TO:** City Clerk  
City Transportation Staff  
Applicable State and Federal Officials

**FROM:** Marcus Cox, Transit Manager

**SUBJECT:** Authorizing City of DeKalb User Roles for all Federal and State Transportation Grants.

Per City of DeKalb Resolution 2018-128, the Designated Authorized Official (transit) authorizes the staff which performs necessary grant management functions for transportation grants received by the City. The current Authorized Official was designated by the City Council at their September 24, 2018 meeting. The following persons are designated for the following transportation grant user roles:

- Alternate in Official's Absence: Tim Holdeman, Public Works Director.
- Request Payment User:
  - Primary: Sabrina Kuykendall (Transit Grants Administrator)
  - Alternate: Brian Dickson (Transportation Planner)
- Developer User:
  - Primary: Sabrina Kuykendall (Transit Grants Administrator)
  - Secondary: Brian Dickson (Transportation Planner)
  - Alternate: Marcus Cox (Transit Manager)
- MPR Reporter:
  - Primary: Sabrina Kuykendall (Transit Grants Administrator)
  - Secondary: Brian Dickson (Transportation Planner)
  - Alternate: Marcus Cox (Transit Manager)
- FFR Reporter:
  - Primary: Sabrina Kuykendall (Transit Grants Administrator)
  - Secondary: Brian Dickson (Transportation Planner)

- Alternate: Marcus Cox (Transit Manager)
- Civil Rights:
  - Primary: Brian Dickson (Transportation Planner)
  - Secondary: Sabrina Kuykendall (Transit Grants Administrator)
  - Alternate: Marcus Cox (Transit Manager)
- Title VI:
  - Primary: Brian Dickson (Transportation Planner)
  - Secondary: Sabrina Kuykendall (Transit Grants Administrator)
  - Alternate: Marcus Cox (Transit Manager)
- Americans with Disabilities Act (ADA) - Transportation:
  - Primary: Brian Dickson (Transportation Planner)
  - Secondary: Sabrina Kuykendall (Transit Grants Administrator)
  - Alternate: Marcus Cox (Transit Manager)
- Disadvantaged Business Enterprise (DBE):
  - DBEC: Sabrina Kuykendall (Transit Grants Administrator)
  - DBELO: Marcus Cox (Transit Manager)
  - DBELO (Alternate): Brian Dickson (Transportation Planner)
- User Manager:
  - Primary: Sabrina Kuykendall (Transit Grants Administrator)
  - Secondary: Brian Dickson (Transportation Planner)
  - Alternate: Marcus Cox (Transit Manager)
- Submitter:
  - Primary: Marcus Cox (Transit Manager)
  - Alternate: Tim Holdeman (Public Works Director / DSATS Director)
- Official:
  - Primary: Marcus Cox (Transit Manager)
  - Alternate: Tim Holdeman (Public Works Director / DSATS Director)



▪ Read-Only:

- Robert Miller (Assistant Finance Director)
- Susan Hauman (Accountant)

*Marcus Cox*

MARCUS COX, Authorized Official

*Lynn A. Fizekas*

LYNN A. FAZEKAS, City Clerk

Date: 9/25/18

