COUNCIL AGENDA REPORT

DATE: November 04, 2019

TO: City Council

FROM: Chris Gorsky, Administrative Services Director

SUBJECT: Resolution Designating Authorized Agents of the City of Sonora for California Governor's Office of Emergency Services (CalOES) Public Assistance Grants

RECOMMENDATION:

It is recommended that the City Council adopt the California Governor's Office of Emergency Services (CalOES) Resolution designating the City Administrator and the Administrative Services Director as authorized agents to execute on behalf of the City of Sonora for the purpose of obtaining post-disaster public assistance grants from FEMA and CalOES.

BACKGROUND:

FEMA and CalOES requires a Designation of Agent Resolution for Non-State Agencies to be on file for the purpose of obtaining State financial assistance under the California Disaster Assistance Act. A new Designation of Applicant's Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval or if changes are required to the name and/or title of authorized agents. The attached resolution designates the City Administrator and the Administrative Services Director as authorized agents for the City of Sonora.

FISCAL IMPACT:

If a current Designation Agent Resolution (CalOES Form 130) is not on file with CalOES, the City will be ineligible for reimbursement under any current or future public assistance grants available for declared disasters. For the rainfall event that occurred in March 2019, the City is eligible for reimbursement of 75% of costs associated with the event.

ATTACHMENT:

1. CalOES 130 Resolution

RESOLUTION NO. 11-04-2019-A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONORA DESIGNATING THE CITY ADMINISTRATOR AND THE ADMINISTRATIVE SERVICES DIRECTOR TO BE THE AUTHORIZED AGENTS TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS APPLIED FOR BY THE CITY OF SONORA.

WHEREAS, the City of Sonora seeks to apply for Federal Emergency Management (FEMA) and California Governor's Office of Emergency Services (CALOES) reimbursement for costs incurred for emergency response services and damages due to the rainfall event in March 2019 and future events; and

WHEREAS, the CalOES administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

WHEREAS, CalOES Form 130 requires the City of Sonora to designate agents to engage with FEMA and CalOES regarding assistance and grants applied for by the City; and

WHEREAS, the City of Sonora desires to ensure that FORM 130 makes the City eligible to apply for disaster relief for the incident designated "2019-03" as well as future incidents for three years.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby designates the City Administrator and the Administrative Services Director as the agents for Form "CalOES 130: Designation of Applicant's Agent Resolution for Non-State Agencies."

Exhibit A, attached hereto.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SONORA ON THIS 4th DAY OF NOVEMBER 2019, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
James A. Garaventa
Mayor of the City of Sonora

ATTEST:

_____
Colette Such
Sonora City Clerk Pro-Tem

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: 2019-03

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Sonora (Name of Applicant)

THAT City Administrator (Title of Authorized Agent), OR

Administrative Services Director (Title of Authorized Agent), OR

_____ (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Sonora (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Sonora (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 4th day of November, 2019

_____ (Name and Title of Governing Body Representative)

_____ (Name and Title of Governing Body Representative)

_____ (Name and Title of Governing Body Representative)

CERTIFICATION

I, Colette Such (Name), duly appointed and City Clerk Pro Tempore (Title) of City of Sonora (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council (Governing Body) of the City of Sonora (Name of Applicant) on the 4th day of November, 2019.

_____ (Signature)

City Clerk Pro Tempore (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."