

STAFF REPORT

G-3



THE CITY OF
NOVATO
CALIFORNIA

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MEETING

DATE: April 4, 2017

TO: City Council

FROM: Brian Cochran, Finance Manager

SUBJECT: **APPROVE A “DESIGNATION OF APPLICANT’S AGENT”
RESOLUTION TO BEGIN THE DISASTER RECOVERY PROCESS
WITH FEMA AND CAL-OES FOR THE JANUARY 2017 STORMS**

REQUEST

Consider approving a California Office of Emergency Services (Cal-OES) Form 130 – Designation of Applicant’s Agent Resolution to begin the disaster recovery process for the January 2017 storms.

DISCUSSION

The storms experienced throughout California from January 3 – 12, 2017 have risen to the level of a declared disaster from the perspective of both the federal government and the state government. These disaster declarations mean that government funding will be available for a portion of costs incurred by local agencies during the storms. The first formal step in filing the necessary paperwork with CalOES is a resolution of the governing body (the City Council) appointing official agents who are authorized to interact with the Federal Emergency Management Agency (“FEMA”) and CalOES for disaster recovery purposes. The resolution designates the City Manager, Public Works Director, and Police Chief as the City’s designated agents.

FISCAL IMPACT

There is no immediate fiscal impact of adopting the resolution, but doing so is the first step to enabling the City to recover funding for disaster-related costs from the January storms.

RECOMMENDATION

Adopt the resolution approving a California Office of Emergency Services (“CalOES”) Form 130 – Designation of Applicant’s Agent Resolution to begin the disaster recovery process for the January 2017 storms.

ALTERNATIVES

1. Designate different agents within the resolution.
2. Do not adopt the resolution and abandon disaster cost recovery efforts.

ATTACHMENTS

1. Resolution

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

RESOLUTION NO _____

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NOVATO

THAT CITY MANAGER, OR
POLICY CHIEF, OR
PUBLIC WORKS DIRECTOR

is hereby authorized to execute for and on behalf of the City of Novato, 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 NOVATO, 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 fourth day of April, 2017

AYES: Councilmembers
NOES: Councilmembers
ABSTAIN: Councilmembers
ABSENT: Councilmembers

CERTIFICATION

I, Claudia Laughter, duly appointed and City Clerk of The City of Novato, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council of the City of Novato on the fourth day of April, 2017

on the _day of _____, 20__.

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

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.")

DRAFT