



**Date:** April 18, 2017  
**To:** City Manager for Council Action  
**From:** Fire Chief  
**Subject:** Universal Resolution of Authorized Agents for Disaster Recovery Funds

### **EXECUTIVE SUMMARY**

The City of Santa Clara has the ability to request and receive financial assistance from the California Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) as a public entity established under the laws of the State of California. This is in accordance with 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. This assistance is currently applicable because of the recent winter storms and disaster recovery costs the City incurred in response to the storms.

The City must have a valid Authorized Agent Resolution Form 130 on file with OES in order to apply for and receive financial assistance to offset the City's damages estimated to be \$57,000 from the January 2017 storms. The Universal Resolution requested would apply to the January storms and future disasters up to three years from the date of approval. The number of three authorized agents is standard.

### **ADVANTAGES AND DISADVANTAGES OF ISSUE**

The advantage to applying and receiving disaster recovery funds is the decrease in the burden on the General Fund. There are no known disadvantages.


### **ECONOMIC/FISCAL IMPACT**

There is no additional cost to the City other than staff time expense. For a federally declared disaster, the City's share of applicable expenses is 6.25% with the federal government funding 75% and the State funding 18.75% of applicable expenses.

**RECOMMENDATION**

That the Council authorize and grant authority by signing Cal OES Form 130 "Designation of Applicant's Agent Resolution for Non-State Agencies," to execute documents and perform such other acts as are necessary on behalf of the City, with respect to matters relating to OES, to the following City Officials:

City Manager  
Fire Chief  
Director of Finance

*For*   
\_\_\_\_\_  
William G. Kelly  
Fire Chief

APPROVED:  
  
\_\_\_\_\_  
Rajeev Batra  
Interim City Manager

*Documents Related to this Report:*

- 1) *Designation of Applicant's Agent Resolution for Non-State Agencies*

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

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA CLARA  
(Governing Body) (Name of Applicant)

THAT CITY MANAGER, OR  
(Title of Authorized Agent)  
FIRE CHIEF, OR  
(Title of Authorized Agent)  
DIRECTOR OF FINANCE  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the CITY OF SANTA CLARA, a public entity  
(Name of Applicant)  
 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 SANTA CLARA, a public entity established under the laws of the State of California,  
(Name of Applicant)  
 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

_____ Name and Title of Governing Body Representative	_____ Name and Title of Governing Body Representative	_____ Name and Title of Governing Body Representative
_____ Name and Title of Governing Body Representative	_____ Name and Title of Governing Body Representative	_____ Name and Title of Governing Body Representative
_____ Name and Title of Governing Body Representative		

**CERTIFICATION**

I, ROD DIRIDON, JR., duly appointed and CITY CLERK of  
(Name) (Title)  
CITY OF SANTA CLARA, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the CITY COUNCIL of the CITY OF SANTA CLARA  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature) (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.")