



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administration

MEETING DATE: November 15, 2016

PREPARED BY: Alice D. Atkins, CMC, City Clerk

AGENDA LOCATION: CC-4

TITLE: Designation of City's Agents by Title to Obtain Federal and/or State Financial Assistance through the California Office of Emergency Services

OBJECTIVE: To update designation of city's agent by title (employee) to allow the City of Monrovia to receive federal and state financial assistance through the California Office of Emergency Services (CalOES)

BACKGROUND: When disasters such as fire, flood, earthquake, etc. occur, the City of Monrovia provides aid within its city limits and often provides aid to other jurisdictions. In some cases, the city may be eligible for federal and/or state financial assistance by means of reimbursement or grant funding. CalOES requires documentation be kept on file authorizing specific agents by title to apply for this financial assistance. This authorization must be passed and approved by the city council, and must be updated every three years.

ANALYSIS: Pending and future reimbursement and grant applications will only be accepted from an authorized agent whose title appears on the list approved by council resolution and provided to CalOES. This list of authorized agents is designated by title to allow individual employees filling those positions to move about in the ranks and work assignments. When changes occur, the authority remains with the title. A cover letter identifying specific individuals by name currently holding the listed titles will accompany each application.

If approved, the resolution shall be certified by the City Clerk and forwarded to CalOES.

FISCAL IMPACT: There is no fiscal impact.

OPTIONS: The following options are presented for consideration:

1. Approve the Designation of Applicant's Agent Resolution for Non-State Agencies authorizing the City Manager, Chief of Fire, or Director of Public Services by title to apply for federal and/or state financial assistance on behalf of the City of Monrovia through the California Office of Emergency Services
2. Request additional information from staff before taking action.

RECOMMENDATION: Staff recommends approving the Designation of Applicant's Agent Resolution for Non-State Agencies.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to approve the Designation of Applicant's Agent Resolution for Non-State Agencies authorizing the City Manager, Chief of Fire, or Director of Public Services by title to apply for federal and/or state financial assistance on behalf of the City of Monrovia through the California Office of Emergency Services.

CC-4

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

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

THAT City Manager, OR
(Title of Authorized Agent)

Fire Chief, OR
(Title of Authorized Agent)

Public Services Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Monrovia, 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 Monrovia, 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 15th day of November, 2016

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Alice Atkins, duly appointed and City Clerk of
(Name) (Title)

City of Monrovia, 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 Monrovia
(Governing Body) (Name of Applicant)

on the 15th day of November, 2016.

(Signature)

City Clerk
(Title)

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.")