



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 16, 2023  
**From:** Director of Public Works/City Engineer  
**Subject:** Designation of Agent for Emergency Response Reimbursement

**Community Goal/Result:** Fiscally Prudent

**Purpose:**

To designate a city agent for execution of required paperwork associated with requests for state and federal financial assistance related to emergency response during a recent storm.

**Recommendation:**

Approve the attached CalOES Form 130, "Designation of Applicant's Agent Resolution for Non-State Agencies."

**Discussion:**

Approval and submittal of this form to Cal OES' Public Assistance Division is a condition precedent to receipt of state and federal financial assistance for declared disasters, including the storm event that started locally in Brisbane on New Years Eve 2023. California Office of Emergency Services and the Federal Emergency Management Agency reference this disaster respectively as CDAA 2023-01 and FEMA-4683-DR-CA

**Fiscal Impact:**

It is unknown how much assistance the city will receive from the state and federal government, but we will not receive any unless the recommended action is approved.

**Measure of Success:**

Maximized state and federal reimbursement for the January 2023 storm event.

**Attachments:**

1. Applicant's Agent Resolution

Randy Breault, Public Works Director

Clay Holstine, City Manager



Cal OES ID No: \_\_\_\_\_

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

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

THAT Director of Public Works/City Engineer, OR  
 (Title of Authorized Agent)

Director of Finance, OR  
 (Title of Authorized Agent)

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 \_\_\_\_\_  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Brisbane,  
 (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 federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, 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.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Brisbane, a public entity established under the  
 (Name of Applicant)

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/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 16 day of March, 2023

Mayor Madison Davis

(Name and Title of Governing Body Representative)

Mayor Pro Tempore Terry O'Connell

(Name and Title of Governing Body Representative)

Councilmember Karen Cunningham

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Ingrid Padilla, duly appointed and City Clerk of  
 \_\_\_\_\_  
 (Name) (Title)  
City of Brisbane, do hereby certify that the above is a true and  
 \_\_\_\_\_  
 (Name of Applicant)

correct copy of a resolution passed and approved by the City Council  
 \_\_\_\_\_  
 (Governing Body)  
 of the City of Brisbane on the 16th day of March, 2023.  
 \_\_\_\_\_  
 (Name of Applicant)

\_\_\_\_\_  
 (Signature) City Clerk  
 \_\_\_\_\_  
 (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 pages 1 and 2. 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 California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It 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.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**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. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

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 that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."