

City of La Palma

Agenda Item No. 9



MEETING DATE: April 6, 2021

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Terry Kim, Police Chief

AGENDA TITLE: Resolution Designating Authorized Agents of the City of La Palma for Cal OES (State of California Governor's Office of Emergency Services) Public Assistance Grants.

RECOMMENDED ACTION:

It is recommended that the City Council approve the attached Cal OES 130 Resolution form designating Authorized Agents to execute on behalf of the City of La Palma for the purpose of obtaining disaster public assistance grants from Cal OES and FEMA.

SUMMARY:

The California Governor's Office of Emergency Services (Cal OES) requires a Designation of Applicant's Agent Resolution for Non-State Agencies to be on file 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. 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 titles of authorized agents. The City of La Palma's current triennial resolution on file with Cal OES will expire in March, 2022. The attached resolution has been updated to designate the City Manager, the Police Chief, and the Assistant to the City Manager as the authorized agents for the City of La Palma.

A related City Council action on this agenda proposes to approve a Mutual Aid Memorandum of Agreement between County of Orange and City of La Palma for COVID-19 Vaccination Staffing. That agreement and this Resolution will allow the City to seek reimbursement for mutual aid costs incurred for the COVID-19 vaccination efforts from Federal Emergency Management Agency (FEMA) or California Office of Emergency Services (Cal OES).

FISCAL IMPACT:

There is no immediate fiscal impact. However, if a current Designation of Applicant's Authorized Agent Resolution (Cal OES Form 130) is not on file with Cal OES, the City will be ineligible to apply for reimbursement through available public assistance grants. FEMA mandates current designations as a condition of qualifying for Cal OES public assistance grants.

APPROVED:



Police Chief



Financial Consultant



City Manager

Attachment: 1. Cal OES 130 Resolution

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

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

THAT City Manager, OR
(Title of Authorized Agent)

Police Chief, OR
(Title of Authorized Agent)

Assistant to the City Manager
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of La Palma, 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 La Palma, 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 6th day of April, 2021

Natesh P. Patel, Mayor
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kimberly Kenney, duly appointed and City Clerk of
(Name) (Title)

City of La Palma, 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 La Palma
(Governing Body) (Name of Applicant)

on the 6th day of April, 2021.

(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 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.")