

**City of Visalia
Agenda Item Transmittal**

Meeting Date: 11/5/2018

Agenda Item Number (Assigned by City Clerk): 7.

Agenda Item Wording: Approve Resolution 2018-56, designating the position of City Manager and Assistant City Manager as authorized agents for official correspondence with FEMA and CalOES.

Deadline for Action: 11/5/2018

Submitting Department: Fire Department

Contact Name and Phone Number:

Danny Wristen, Battalion Chief ,713-4056; danny.wristen@visalia.city
Doug McBee, Fire Chief, 713-4220; doug.mcbee@visalia.city

Department Recommendation: That the City Council approve Resolution 2018-56 designating the position of City Manager and the position of Assistant City Manager as authorized agents for official correspondence with the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES).

Summary/Background Discussion: FEMA and CalOES require that each local government agency have designated authorized agents for the purpose of filing official correspondence. The designation allows for a timely exchange of information during times of disaster or during the process of hazard mitigation grants or recovery grants. The City of Visalia has designated two positions as Authorized Agents, City Manager (Randy Groom) and Assistant City Manager (Leslie Caviglia.) Cal OES requires this process be approved by a governing body through resolution.

Fiscal Impact: None

Prior Council Action: NA.

Committee/Commission Review and Action: NA

Attachments: City Resolution

Cal OES Form 130 – Designation of Applicant's Agent Resolution

Recommended Motion (and Alternative Motions if expected): Move to approve Resolution 2018-56, designating the positions of City Manager and Assistant City Manager as authorized agents for official correspondence with FEMA and CalOES.

Copies of this report have been provided to:

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

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

THAT City Manager, OR
(Title of Authorized Agent)

Assistant City Manager, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Visalia, 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 Visalia, 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 5th day of November, 20 18

Warren Gubler, Mayor

(Name and Title of Governing Body Representative)

Bob Link, Vice Mayor

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(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.")

RESOLUTION 2018 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VISALIA
DESIGNATING AUTHORIZED AGENTS
FOR OFFICIAL CORRESPONDENCE WITH FEMA AND CALOES**

WHEREAS, the Federal Emergency Management Agency (FEMA) and the California Governor’s Office of Emergency Services (CalOES) require each local government agency have designated authorized agents for the purpose of filing official correspondence; and

WHEREAS, the designation allows for timely exchange of information during times of disaster or during the process of hazard mitigation grants or recovery grants; and

WHEREAS, the City of Visalia desires to designate two positions as authorized agents, the City Manager and the Assistant City Manager; and

WHEREAS, CalOES requires this process be approved by a governing body through resolution

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Visalia hereby designates the position of City Manager and the position of Assistant City Manager as authorized agents for official correspondence with FEMA and CalOES.

PASSED AND ADOPTED: November 5, 2018
CLERK

RANDY GROOM, CITY

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF VISALIA)

I, Randy Groom, City Clerk of the City of Visalia, certify the foregoing is the full and true Resolution 2018- passed and adopted by the Council of the City of Visalia at a regular meeting held on November 5, 2018.

Dated: November 5, 2018

RANDY GROOM, CITY CLERK

By Michelle Nicholson, Chief Deputy City Clerk