



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: May 19, 2020

TO: Christine Daniel, City Manager

FROM: Trish Raver, Human Resources Director

SUBJECT: **A Resolution Of The City Council Of The City Of Emeryville Designating The City Manager, The Finance Director And The Management Analyst In Human Resources, On Behalf Of The City, To Be The Authorized Agents To Engage With The Federal Emergency Management Agency (FEMA) And The Governor's Office Of Emergency Services (Cal OES) Regarding Grants Applied For By The City Of Emeryville**

SUMMARY

Staff recommends that the City Council approve the above-entitled resolution authorizing the City Manager, the Finance Director, and the Human Resources Management Analyst to submit Cal OES Form 130 - Designation of Applicant's Agent Resolution for Non-State Agencies to Cal OES for the purpose of obtaining 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.

BACKGROUND

When disasters occur, such as earthquake, flood, pandemic or fire, the City can incur costs for responding to the disaster. In some cases, the City may be eligible for federal and/or state financial assistance by means of reimbursement or grant funding. Cal OES and FEMA require documentation be kept on file authorizing specific agents of the City by title to apply for this financial assistance. This authorization must be approved by the City Council and updated every three years.

DISCUSSION

The City is incurring costs associated with the COVID-19 pandemic. Some of these costs may be eligible for FEMA and/or State reimbursement. Reimbursement and grant applications will only be accepted from an authorized agent whose title appears on a Cal OES Form 130 that has been approved by council resolution and provided to Cal OES. This list of authorized agents is designated by title to allow individual employees filling those positions to fulfill various work assignments. When employee turnover occurs, the authority remains with the designated title. A cover letter identifying specific individuals by name currently occupying the designated titles will accompany the application. If approved, the resolution shall be certified by the City Clerk and forwarded to Cal OES.

The City Manager, the Finance Director and the Management Analyst in Human Resources, as the Emergency Services Coordinator, will be designated as the authorized agents on the Designation of Applicant's Agent Resolution for Non-State Agencies.

FISCAL IMPACT

There is no fiscal impact

STAFF COMMUNICATION WITH THE PUBLIC

None

CONCLUSION

Staff recommends the City Council approve the attached resolution approving Cal OES Form 130 - Designation of Applicant's Agent Resolution for Non-State Agencies as presented authorizing the City Manager, the Finance Director and the Management Analyst in Human Resources by title to apply for federal and/or State financial assistance on behalf of the City of Emeryville through the California Office of Emergency Services.

PREPARED BY: Lori Elefant, Management Analyst, Human Resources

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Exhibit A: Cal OES Form 130 Designation of Applicant's Resolution for Non-state Agencies