

City of Brisbane

Agenda Report

TO: Honorable Mayor and City Council

FROM: Randy Breault, Director of Public Works/City Engineer via City Manager

SUBJECT: Applicant Agent's Resolution

DATE: October 12, 2017

City Council Goals:

To provide public service that assures the safety of property and citizens residing, working, or visiting in Brisbane. (#9)

To promote intergovernmental opportunities that enhances services and/or reduces cost of operations and services to city residents. (#10)

Purpose:

To obtain Council's approval of a resolution identifying an "applicant's agent" for submittal of hazard mitigation grant program requests; this action is consistent with the community's values of public safety and fiscal conservatism.

Recommendation:

Approve Resolution No. 2017-48

Background:

The City's 2016 Local Hazard Mitigation Plan identified two mitigation measures relevant to this item; the upgrading of standby emergency power at Fire Station 81 and at City Hall, which also serves as the city's primary Emergency Operations Center.

Two Notices of Interest were submitted to Cal OES for these projects, and both were identified as eligible for submitting applications under the Hazard Mitigation Grant Program (HMGP).

Discussion:

The resolution in the format provided by Cal OES is a required component of the application due November 1, 2017. If the resolution is not approved, staff will not complete the application, as it would be deemed incomplete during Cal OES' review.

Fiscal Impact:

The amount of grant funding requested and the amount of supplemental appropriation of city funds that would be needed for each project is as follows:


Project	HMGP Request	City Match
Station 81	\$96,750	\$32,250
City Hall/EOC	\$171,750	\$57,250

Measure of Success


An approved resolution that allows city staff to submit a complete application for HMGP funds.

Attachments:

- Resolution 2017-48
- Cal OES Form 130 Instructions



Director of Public Works/City Engineer



City Manager

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

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

THAT Randy Breault, Director of Public Works, OR
(Title of Authorized Agent)

Karen Kinser, Deputy Director of Public Works
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Brisbane, 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 Service 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 Brisbane, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service 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 futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this _____ day of _____, 20____

Lori S. Liu, Mayor

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 correct copy of
(Name of Applicant)

Resolution 2017-48 passed and approved by the City Council of the City of Brisbane
(Governing Body) (Name of Applicant)
on the _____ day of _____, 20____.

(Signature)

City Clerk

(Title)

Cal OES Form 130

Instructions

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

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 individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Applicant: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

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 Service 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 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 a cover letter** naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) 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 should 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, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

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 to eliminate "Self Certification."