



City of Sacramento City Council

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915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 8/21/2012

Report Type: Consent

Title: Universal Resolution Designating an Agent for Obtaining Certain Federal and State Financial Assistance

Report ID: 2012-00710

Location: Citywide

Recommendation: Pass a universal Resolution, effective for all open and future disasters, designating the Finance Director, Accounting Manager or Principal Accountant as agent for the City of Sacramento for purposes of obtaining federal financial assistance under P.L.93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and or State Assistance under the California Disaster Assistance Act.

Contact: Dennis Kauffman, Finance Department, Accounting Manager, (916) 808-5843

Presenter: Dennis Kauffman, Finance Department, Accounting Manager, (916) 808-5843

Department: Finance

Division: Accounting Division

Dept ID: 06001311

Attachments:

- 1-Description/Analysis
- 2-Attachment 1-Resolution 2003-139
- 3-Attachment 2-Designation of Applicant's Agent Resolution
- 4-Resolution

City Attorney Review

Approved as to Form
Grace Arupo
8/6/2012 2:34:42 PM

Approvals/Acknowledgements

Department Director or Designee: Phoebe Schueler - 8/2/2012 1:20:46 PM



Description/Analysis

Issue: The California Emergency Management Agency requests that the City's existing resolution 2003-139 be updated with a current resolution.

Policy Considerations: Failure to approve a current resolution prevents the City from receiving reimbursement for claims made under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and the California Disaster Assistance Act.

Economic Impacts: None

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: The City is required to designate an agent for claiming federal and state financial assistance for disaster relief and emergency assistance. The agents designated in this resolution are those currently designated by Resolution 2003-139. The current request for a resolution (see Attachment 2) is needed to satisfy an administrative requirement of the California Emergency Management Agency.

Financial Considerations: A universal resolution for all open and future disasters will allow the City to recover \$18,869 for its response to the Roseville Galleria incident and to recover costs for response to future disasters and emergencies administered by the California Emergency Management Agency.

Emerging Small Business Development (ESBD): Not applicable.



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RESOLUTION NO. 2003-139

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF MAR 25 2003

RESOLUTION AUTHORIZING AGENTS TO PROCESS AND RECEIVE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE GRANT FUNDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO
that the attached "Designation of Applicant's Agent Resolution"
authorizes the following representatives to receive FEMA funds
on behalf of the City:

Director of Finance
Accounting Manager
Principal Accountant

Heather Ingo
MAYOR

ATTEST:

Patricia G. Burrows
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2003-139
DATE ADOPTED: MAR 25 2003 3 of 7

**DESIGNATION OF
APPLICANT'S AGENT RESOLUTION**

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

THAT Director of Finance, OR
(Title of Authorized Agent)

Accounting Manager, OR
(Title of Authorized Agent)

Principal Accountant
(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the City of Sacramento, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 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 Sacramento, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this 25th day of March, 2003

Heather Fargo, Mayor
(Name and Title)

(Name and Title)

(Name and Title)

CERTIFICATION

I, Valerie Burrowes, duly appointed and City Clerk of
(Name) (Title)
City of Sacramento, do hereby certify that the above is a true and correct copy of a

resolution passed and approved by the City Council of the City of Sacramento on the
(Governing body) (Name of Applicant)

25th day of March, ~~MM~~ 2003

Date: 5-27-03

City Clerk
(Official Position)
Valerie A. Burrowes
(Signature)



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

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency 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 _____, 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 Emergency Management Agency 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 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 _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(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)

City Clerk

(Title)

Cal EMA Form 130
Instructions

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.

When completing the Cal EMA 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, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency 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 EMA 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.

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."



RESOLUTION NO.

Adopted by the Sacramento City Council
August 21, 2012

UNIVERSAL RESOLUTION DESIGNATING AGENT FOR OBTAINING CERTAIN FEDERAL AND STATE FINANCIAL ASSISTANCE

BACKGROUND

- A. The California Emergency Management Agency requests that the City’s existing resolution 2003-139 be updated with a current resolution designating an agent for claiming federal and state financial assistance for disaster relief and emergency assistance. The agents designated in this resolution are those currently designated by Resolution 2003-139 which includes the Finance Director, Accounting Manager or the Principal Accountant. The current request for a universal resolution (see Attachment 2) is needed to satisfy an administrative requirement of the California Emergency Management Agency.
- B. Approval of this universal resolution, for all open and future disasters will allow the City to recover \$18,869 for its response to the Roseville Galleria incident and to recover costs for response to future disasters and emergencies administered by the California Emergency Management Agency.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. Authorizes the following representatives as Agent(s), to act on behalf of the City when claiming federal and state financial assistance for disaster relief and emergency assistance:

Director of Finance
Accounting Manager
Principal Accountant

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