

TO: JAMES L. APP, CITY MANAGER

FROM: MEG WILLIAMSON, ASSISTANT TO THE CITY MANAGER

SUBJECT: FEMA – DESIGNATION OF CITY’S AGENTS

DATE: FEBRUARY 3, 2004

Needs: For the City Council to designate specific job positions as the City’s agents in dealing with FEMA applications.

Facts:

1. On January 12, 2004, the President of the United States declared that San Luis Obispo County was in a state of emergency after the December 22, 2003 San Simeon earthquake. This action paved the way for obtaining federal assistance in responding to the earthquake.
2. FEMA (Federal Emergency Management Agency) has established their presence in our County and has begun the process of delivering both private and public assistance.
3. On January 22, 2003, the City of Paso Robles filed a “Request for Public Assistance” in accordance with FEMA rules for receiving federal emergency aid. This action starts the grant process and opens a Case Management File for the City of Paso Robles.
4. FEMA and the State Office of Emergency Services (OES) will now assign Public Assistance Coordinators (PACs) to assist in the recovery efforts and to manage the City’s case file.
5. All FEMA funding and resources are coordinated through State OES. In turn, the State requires the City to assign a team of delegates (“Agents”) who will be the points of contact in managing and executing the emergency relief application with FEMA and the State OES.
6. The attached Resolution is the State’s prescribed format for establishing City Agents. The resolution must be approved by the City’s governing body.
7. The Agents in the resolution are required to be assigned by job title rather than by the individual’s name holding that title. The resolution is then accompanied by a letter that identifies the names of the individuals that hold the job titles.

Analysis
and

Conclusion: The designated positions in the attached resolution will become the City's authorized Agents in executing the public assistance application with FEMA and the State of California for this declared emergency. While there will be many city staff involved in the recovery coordination efforts, these individuals will maintain direct contact with the Public Assistance Coordinators in the administration of the City's case file.

Policy

Reference: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. Section 5121 et.seq. which provides financial and other forms of assistance to State and local governments, certain Private Nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidentially declared major disasters and emergencies.

Fiscal

Impact: No direct fiscal impact is created by establishing City agents. However, the action will enable those agents to work with FEMA and the State of California to secure public assistance in the form of resources and reimbursement of city expended funds associated with the earthquake disaster.

Options:

- a. Adopt the Resolution No. 04-xx designating certain City positions as the Designated Agents for working with the State Office of Emergency Services and FEMA.
- b. Amend, modify or revise the list of authorized City Agents.

Attachment:

1 Resolution Designating City Agents for Public Assistance Applications

**DESIGNATION OF
APPLICANT'S AGENT RESOLUTION**

RESOLUTION NO:

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL PASO DE ROBLES DESIGNATING
AGENTS FOR PUBLIC ASSISTANCE APPLICATIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASO ROBLES THAT

PUBLIC WORKS DIRECTOR, OR

ADMINISTRATIVE SERVICES DIRECTOR, OR

HOUSING PROJECTS MANAGER, OR

CAPITAL PROJECTS ENGINEER, OR

CITY MANAGER, OR

ASSISTANT TO THE CITY MANAGER

is hereby authorized to execute for and in behalf of the City of Paso Robles, 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, an/or state financial assistance under the natural Disaster Assistance Act.

BE IT FURTHER RESOLVED THAT the City of Paso Robles, a public entity established under the laws of the State of California, hereby authorizes its agents to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance in the assurances and agreements required.

Passed and approved this 3rd day of February 2004 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MAYOR FRANK R. MECHAM

ATTEST:

SHARILYN M. RYAN, DEPUTY CITY CLERK

P.A. No.: _____

CERTIFICATION

I, Sharilyn M. Ryan, duly appointed and Deputy City Clerk of the City of Paso Robles, do hereby certify that the above is a true and correct copy of the resolution passed and approved by the City Council of the City of Paso Robles on the 3rd day of February 2004.

Date: _____