



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 20-210

Board Meeting Date: 4/14/2020

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James Porter, Director of Public Works

**Subject:** Designation of Applicant's Agent Resolution Required by the California Governor's Office of Emergency Services for the purpose of obtaining certain Federal or State Financial Assistance

### **RECOMMENDATION:**

Adopt a resolution authorizing and designating specified County employees, by title, to serve as the County's authorized agents for the purpose of engaging with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding disaster assistance grants applied for by the County.

### **BACKGROUND:**

The Department of Public Works has served as the Authorized Agent for itself and other County Departments in relation to Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) disaster relief related grant programs for several years. Your Board adopted Resolution No. 075084 on March 14, 2017, which designated certain County employees, identified by title, and as listed on the Designation of Applicant's Agent Resolution (Cal OES Form 130), to engage with FEMA and Cal OES regarding grants applied for by the County. Cal OES only recognizes such resolutions for a period of three (3) years. Therefore, a replacement Authorized Agent resolution is required by the State.

### **DISCUSSION:**

Based on the time that has elapsed since the prior Cal OES Form 130 was authorized, the Department is recommending that an updated Cal OES Form 130 be approved for submittal. Attached to the resolution is the Cal OES Form 130 listing the authorized agents, by title only, to be passed and approved by your Board. Pursuant to Cal OES Instructions, the Form 130 may not be certified by an Approving Board Member. Accordingly, it is recommended that it be certified by the County Manager as Clerk of this Board. The titles of authorized agents presented on the Cal OES Form 130 include those listed in 2017, the Director and Deputy Director of the Department, as well as certain additional employee titles-the County Chief Financial Officer and the Deputy Controller. This addition is recommended in light of the current state of emergency in effect at the County and State level in connection with the COVID-19 outbreak, in order to provide increased capacity in interacting

with Cal OES and FEMA. Listing titles rather than employee names ensures the necessary flexibility in the event of retirements and other personnel changes.

County Counsel has reviewed and approved the resolution as to form.

**FISCAL IMPACT:**

The requested approval has no impact to the General Fund.