



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 23-246

Board Meeting Date: 4/11/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Ann M. Stillman, Director, Department 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 County has identified employees to serve as Authorized Agents for the County and the Department of Public Works in relation to Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) disaster relief related grant programs. This Board adopted Resolution Nos. 075084 and 077351 on March 14, 2017 and April 14, 2020, respectively, 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 recognizes the Cal OES Form 130 for a period of three (3) years. The current Cal OES Form 130 is valid through April 13, 2023, therefore, a replacement Cal OES Form 130 resolution is required by the State.

DISCUSSION:

The Department is recommending that an updated Cal OES Form 130 be approved for submittal to the State. The Cal OES Form 130 lists the authorized agents, by title only, to be approved by this Board. Pursuant to Cal OES instructions, the Cal OES Form 130 may not be certified by an Approving Board Member. Accordingly, it is recommended that it be certified by the County Executive Officer as the Clerk of this Board. The titles of authorized agents presented on the Cal OES Form 130 include those listed in 2020, which are the Director and Deputy Director of the Department of Public Works, County Chief Financial Officer, and Deputy Controller. Additionally, the CEO Principal Management Analyst title has been included to provide increased capacity in interacting with FEMA

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

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

FISCAL IMPACT:

The requested approval has no impact to the General Fund.