



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 23-458

Board Meeting Date: 6/13/2023

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

**To:** Honorable Board of Supervisors  
**From:** Michael Callagy, County Executive  
**Subject:** Designation of Authorized Agent Resolutions Required by the Governor's Office of Emergency Services for the purpose of obtaining certain Federal or State Financial Assistance and MOU

**RECOMMENDATION:**

Adopt a resolution:

- A) 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; and
- B) Authorizing and designating the Chief Executive Officer for the San Mateo County Exposition and Fair Association (the "Association") to serve as the County's authorized agent for the purpose of engaging with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding the Hazard Mitigation Grant Program; and
- C) Authorizing the County Executive, or designee(s), to execute a memorandum of understanding with the Association, and any other appropriate documentation, to effectuate the transfer to the Association of up to \$900,000 in funds that may be received by the County as reimbursement for expenses incurred by the Association under the Hazard Mitigation Grant Program for approved electrical upgrades at the San Mateo County Event Center.

**BACKGROUND:**

The California Governor's Office of Emergency Services (Cal OES) requires that local governments designate authorized agents in connection with Federal Emergency Management Agency (FEMA) and Cal OES disaster relief related grant programs. Toward this end, on April 14, 2020, this Board adopted Resolution No. 077351 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. The designated agents under that

resolution were County Chief Financial Officer, Deputy Controller and the Director and Deputy Director of the Department of Public Works. Cal OES recognizes such resolutions for a period of three (3) years following the date of approval. Therefore, a new resolution to designate authorized agents is required.

The San Mateo County Event Center is a critical facility and supports emergency services and disaster response for the County. On September 9, 2022, FEMA approved \$900,000 in funds under the Hazard Mitigation Grant Program (HMGP) to upgrade the electrical facilities at the Event Center and install two new generators and automatic transfer switches at Expo Hall and the Central Mall Substation there ("Project"). The Association is managing the Project and incurring expenses that are subject to reimbursement under the HMGP. Given the Association's role in this Project, it would be most efficient for the Chief Executive Officer for the Association to be designated as an authorized agent to interact with Cal OES and FEMA regarding the HMGP.

**DISCUSSION:**

It is recommended that an updated Cal OES Form 130 be approved for submittal to Cal OES. Attached to the resolution is the Cal OES Form 130 listing the authorized agents, by title only, to be passed and approved by this Board. The titles of authorized agents presented on this Cal OES Form 130 are the same as those listed in 2020, *i.e.*, the County Chief Financial Officer, the Deputy Controller and the Director and Deputy Director of the Department of Public Works. This is a universal resolution and is effective for all open and future disasters/grants declared up to three years following the date of approval.

In addition, in view of the Project at the Event Center under the HMGP, a separate Cal OES Form 130 is attached to the resolution to designate the Chief Executive Officer of the Association as an authorized agent with respect to the HMGP. This aspect of the resolution is disaster/grant specific and is effective only for HMGP DR 4558-139-052R.

Given the potential for emergencies to be declared, designating these agents will provide sufficient capacity to facilitate the County's interactions with Cal OES and FEMA. Listing titles rather than employee names ensures the necessary flexibility in the event of retirements and other personnel changes. Pursuant to Cal OES instructions, Form 130 may not be certified by an Authorized Agent or an Approving Board Member. Accordingly, it is recommended that this Board authorize the County Executive to certify both Form 130's submitted with this item.

The County Executive also seeks approval from the Board to execute a memorandum of understanding (MOU), and any other documentation as may be necessary or advisable, with the Association to effectuate the transfer to the Association of up to \$900,000 in funds that may be received by the County as reimbursement for expenses incurred by the Association under the HMGP for approved electrical upgrades at the Event Center. The County shall deposit such funds in the Association's Capital Improvement Fund, which is maintained by the County's treasury.

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

**FISCAL IMPACT:**

The approval of the designated authorized agents for Cal OES has no impact on the General Fund. The approval of the MOU results in no net County cost as it concerns funds that are received by the County under the HMGP which will be passed through to the Association to reimburse its approved expenses incurred under the program.