



MEMORANDUM

TO: CITY COUNCIL

FROM: BILL ROBESON, ACTING CITY MANAGER
MICHAEL STEVENS, ADMINISTRATIVE SERVICES DIRECTOR

BY: NICOLE VALENTINE, ACCOUNTING MANAGER

SUBJECT: CONSIDERATION OF DESIGNATION OF AUTHORIZED AGENTS FOR STATE AND FEDERAL DISASTER RELIEF FUNDS

DATE: MAY 26, 2020

SUMMARY OF ACTION:

Adopt a Resolution designating the Acting City Manager, Administrative Services Director, and Accounting Manager as authorized agents for the City's application(s) for State and federal disaster cost recovery assistance.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no direct fiscal impact from adoption of the Resolution. The impact on personnel resources is unknown at this time. The designation of authorized signatories will provide the City with the opportunity to recover State and federal disaster relief funds.

RECOMMENDATION:

It is recommended the City Council adopt a Resolution designating the Acting City Manager, Administrative Services Director, and Accounting Manager as authorized agents for the City's application(s) for State and federal disaster cost recovery assistance.

BACKGROUND:

On Wednesday, March 4, 2020, Governor Newsom declared a state of emergency for California in response to the Coronavirus (COVID-19) outbreak. On Sunday, March 22, 2020 President Trump approved a request from Governor Newsom to declare a major disaster in California to help the State respond to the COVID-19 pandemic with "mass care," emergency aid, unemployment assistance, and disaster legal services, among others. These two actions together initiated the possibility of FEMA and California disaster assistance funding for the City of Arroyo Grande.

On Tuesday, March 24, 2020, the City Council adopted a Resolution ratifying the existence of a local emergency in response to the health crisis and pandemic brought on by COVID-19. In an effort to slow the spread of the disease, the County of San Luis

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Obispo issued a “shelter at home” directive for non-essential services and activities. In addition, the Centers for Disease Control and Prevention has urged all people to follow social distancing measures.

City resources are being redirected towards responding to containing this virus in the City. This includes staff salaries and benefit costs, supplies, and services. FEMA and the California Disaster Assistance Act (CDAA) provides funding to reimburse the City for eligible expenditures incurred in response to the emergency.

ANALYSIS OF ISSUES:

The City Council is requested to designate Authorized Agents for processing the City's application(s) for State and federal disaster relief funds. The authorized agent(s) must be persons other than the governing board, in this case, the City Council. It is recommended the Council adopt a Resolution listing the following individuals as Authorized Agents for the City for the purposes of applying for State or federal assistance for expenditures incurred in responding to the COVID-19 emergency:

1. Bill Robeson, Acting City Manager
2. Michael Stevens, Administrative Services Director
3. Nicole Valentine, Accounting Manager

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt a Resolution designating authorized agents for the City's application(s) for State and Federal Disaster Cost Recovery Assistance;
2. Do not adopt the Resolution;
3. Modify as appropriate and adopt the Resolution; or
4. Provide direction to staff.

ADVANTAGES:

The City could recover a portion of the funds expended in responding to the COVID-19 emergency following application for State or federal assistance.

DISADVANTAGES:

There are no disadvantages to designating authorized agents for this purpose.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

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Attachment:

1. Designation of Applicant's Agent Resolution for Non-State Agencies

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DESIGNATING AUTHORIZED AGENTS FOR THE CITY'S APPLICATION(S) FOR STATE AND FEDERAL DISASTER COST RECOVERY ASSISTANCE

WHEREAS, the City seeks to apply for State and federal disaster cost recovery assistance; and

WHEREAS, the California Governor's Office of Emergency Services (CalOES) requires that the City's governing body identify authorized agents for purposes of applying for such assistance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Arroyo Grande as follows:

1. That Bill Robeson, Acting City Manager; or Michael Stevens, Administrative Services Director; or Nicole Valentine, Accounting Manager, are hereby authorized to execute for and on behalf of the City of Arroyo Grande, California, a public entity established under the laws of the State of California, the application, attached as Exhibit A hereto, and to file it with the California Governor's Office of Emergency Services 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.
2. That the City of Arroyo Grande, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such State disaster assistance the assurances and agreements required.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this 26th day of May, 2020.

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CAREN RAY RUSSOM, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

BILL ROBESON, ACTING CITY MANAGER

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

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

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

THAT Bill Robeson, Acting City Manager, OR
(Title of Authorized Agent)

Michael Stevens, Administrative Services Director, OR
(Title of Authorized Agent)

Nicole Valentine, Accounting Manager
(Title of Authorized Agent)

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

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services 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 City of Arroyo Grande, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services 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 future 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 26th day of May, 2020

Caren Ray Russom, Mayor; Keith Storton, Mayor Pro Tem;
(Name and Title of Governing Body Representative)

Kristen Barneich, Council Member; Lan George, Council Member;
(Name and Title of Governing Body Representative)

Jimmy Paulding, Council Member
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Kelly Wetmore, duly appointed and City Clerk of
(Name) (Title)

City of Arroyo Grande, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Arroyo Grande
(Governing Body) (Name of Applicant)

on the 26th day of May, 2020.

(Signature)

City Clerk
(Title)