



City of San Leandro

Meeting Date: October 16, 2017

Staff Report

File Number: 17-588 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.F.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Keith Cooke
Engineering & Transportation Director

FINANCE REVIEW: Not Applicable

TITLE: Staff Report for a Resolution Authorizing the City Manager, Engineering and Transportation Director, or City Engineer to Apply for Grants with the California Governor's Office of Emergency Services for Federal and/or State Financial Assistance for All Open and Future Disasters Up to Three Years Following the Date of Approval

SUMMARY AND RECOMMENDATIONS

Staff recommends authorizing the City Manager, Engineering and Transportation Director, or City Engineer to apply for grants with the California Governor's Office of Emergency Services (Cal OES) for all open and future disasters up to three years following the date of approval.

BACKGROUND

Cal OES frequently solicits applications for grant funding of projects that reduce or mitigate the impact of natural disasters before they happen and for projects related to recovery after a natural disaster occurs. Applicants for grants must submit a form to Cal OES certifying that the City Council has made a resolution as to the staff who are authorized to apply for these grants and the type of authorization that is granted.

Cal OES recognizes two types of authorizations: universal authorization that is effective for all open and future disaster funding up to three years following the date of approval and disaster specific authorization that is effective only for specific named disasters.

Grants, if awarded, may require commitment of matching funds. Matching fund levels vary widely from 0% (none) to 50%. Cal OES is currently seeking applications for its Hazard Mitigation Grant Program (HMGP), which requires a 25% match.

The City appropriated funds in the FY 2018 and 2019 adopted budget for a project near the

intersection of Neptune Drive and Marina Boulevard that will reduce the risk of flooding for the Marina Faire and Mulford Gardens neighborhoods that is eligible for HMGP funding.

Analysis

The City Manager is generally authorized to sign agreements on behalf of the City and apply for grants. The Engineering and Transportation Director and the City Engineer manage the Capital Improvement Program (CIP) and have detailed knowledge of CIP projects that allows them to determine when a project is likely to be competitive for grants, the amount of grant money needed, and the amount of matching funds authorized by the City Council.

A universal authorization will allow staff to apply for funding for a period of three years from the date of this action. A disaster specific authorization cannot be approved until after a disaster is declared and therefore does not allow the City to apply for grant funding of projects that reduce or mitigate the impact of natural disasters before they occur. The authorization will allow designated City staff to submit a HGMP grant application for funding to reduce flooding risk for the Neptune Drive Shoreline area.

Current Agency Policies

Maintain and enhance San Leandro's infrastructure

Applicable General Plan Policies

Policy EH-1.7 Reducing Flood Hazards. Work collaboratively with County, State, and federal agencies to develop short and long-term programs that reduce flood hazards in the City.

Environmental Review

Environmental review will be done on a project by project basis.

Summary of Public Outreach Efforts

Public outreach will be done on a project by project basis.

Fiscal Impacts

Application for grant funding may require a commitment of matching funds.

When matching funds are required, they must be appropriated by City Council before a commitment can be made.

Attachment to Staff Report

Cal OES Form 130

PREPARED BY: Nick Thom, City Engineer, Engineering and Transportation Department

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

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, 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 _____, 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 _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

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

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



City of San Leandro

Meeting Date: October 16, 2017

Resolution - Council

File Number: 17-589 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Keith Cooke
Engineering & Transportation Director

FINANCE REVIEW: Not Applicable

TITLE: RESOLUTION Authorizing the City Manager, Engineering and Transportation Director, or City Engineer to Apply for Grants with the California Governor's Office of Emergency Services for Federal and/or State Financial Assistance for All Open and Future Disaster Funding Up to Three Years Following the Date of Approval

WHEREAS, applying for grants is a normal and customary activity for the City of San Leandro; and

WHEREAS, eligibility for grants from the California Governor's Office of Emergency Services requires certain resolutions be made; and

WHEREAS, the City Manager recommends enacting said resolutions.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That the City Manager, the Engineering and Transportation Department Director, or the City Engineer are hereby authorized to complete, execute, and submit applications for grants administered through the California Governor's Office of Emergency Services; and

2. That this authorization is effective for all open and future disasters up to three years following the date of this resolution.