



## REPORT TO CITY COUNCIL

**DATE:** OCTOBER 14, 2015

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER 

**BY:** LOUIS CELAYA, DEPUTY CITY MANAGER 

**SUBJECT:** APPROVAL OF THE DESIGNATION OF APPLICANT'S AGENTS RESOLUTION FOR NON-STATE AGENCIES DESIGNATING THE CITY MANAGER, DEPUTY CITY MANAGER AND FINANCE DIRECTOR AS AUTHORIZED AGENTS FOR THE CITY OF AGOURA HILLS (CAL EMA)

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Under the Robert T. Stafford's Disaster Relief and Emergency Assistance Act of 1988, agencies are required to designate and authorize City Agents to execute, on behalf of the City, applications for assistance to obtain federal financial assistance and/or state assistance for various storm, flood, or other natural disasters. Cal EMA requires that all agencies continue to renew their Designation of Applicant's Agency Resolution, Cal EMA Form 130, with their offices every three years.

In the past, individuals were named on the designation form, however now Cal EMA allows titles only to be placed in the resolution to allow the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. The time period for the last designation has expired and now requires a renewal. While the current expired designation will not result in the City not receiving federal or state assistance, it could delay assistance if the proper documentation is not present in their offices. The current resolution will be effective for all open and future disasters within the three years following approval.

Upon approval, City staff will forward the agent's resolution to the appropriate Cal EMA offices.

### RECOMMENDATION

Staff respectfully recommends the City Council approve Designation of Applicant's Agent Resolution for Non-State Agencies, designating the City Manager, Deputy City Manager, and Finance Director as authorized agents for the City of Agoura Hills, and direct staff to forward the Cal EMA Form 130 Resolution to representatives at the California Emergency Management Agency offices..

Attachment: Cal EMA Form 130 - Designation of Applicant's Agency Resolution for Non-State Agencies

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

BE IT RESOLVED BY THE City Council OF THE City of Agoura Hills  
(Governing Body) (Name of Applicant)

THAT City Manager, OR  
(Title of Authorized Agent)  
Deputy City Manager, OR  
(Title of Authorized Agent)  
Director of Finance  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City Agoura Hills, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Emergency Management Agency 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 Agoura Hills, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the California Emergency Management Agency 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 futures 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 14 day of October, 2015

City Manager  
(Name and Title of Governing Body Representative)  
Deputy City Manager  
(Name and Title of Governing Body Representative)  
Director of Finance  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Kimberly Rodrigues, duly appointed and City Clerk of  
(Name) (Title)  
City of Agoura Hills, 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 Agoura Hills  
(Governing Body) (Name of Applicant)

on the 14 day of October, 2015.

\_\_\_\_\_  
(Signature) (Title)