

**RESOLUTION NO. 2017 - 114**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA AUTHORIZING THE EXECUTION OF THE REQUIRED "DESIGNATION OF APPLICANT'S AGENT RESOLUTION"**

**WHEREAS**, the City of Calistoga has maintained an Emergency Management Program since 1985; and

**WHEREAS**, the Governor's Office of Emergency Services (Cal OES), in conjunction with the Federal Emergency Management Agency (FEMA) provides assistance to local governments for the development and execution of emergency management programs and disaster relief funding following natural disasters and emergencies; and

**WHEREAS**, Cal OES requires the City to designate authorized agents who may execute applications and other documents, including contracts and reimbursement requests, for the purpose of obtaining financial assistance on behalf of the City; and

**WHEREAS**, on September 23, 2014 the City Council adopted Resolution 2014-078 designating the City Manager, Fire Chief and Director of Public Works as Designated Agents for the City of Calistoga; and

**WHEREAS**, the State requires that the "Designation of Applicant's Agent Resolution" be updated every three years and in order for the City to submit Federal and State financial assistance applications the City needs to update its Authorized Agent's Resolution.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Calistoga authorizes the execution of a new/updated Designation of Applicant's Agent Resolution (Exhibit A) and directs staff to submit the executed Resolutions to Cal OES and FEMA as needed for disaster relief funding and other programs administered by Cal OES and FEMA.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this 7<sup>th</sup> day of November 2017, by the following vote:

**AYES:** Councilmember Kraus and Lopez-Ortega, Vice Mayor Dunsford and Mayor Canning

**NOES:**

**ABSTAIN:**

**ABSENT:** Councilmember Barnes

  
\_\_\_\_\_  
**CHRIS CANNING, Mayor**

**ATTEST:**

  
\_\_\_\_\_  
**KATHY FLAMSON, City Clerk**

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

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

THAT City Manager, OR  
(Title of Authorized Agent)  
Fire Chief, OR  
(Title of Authorized Agent)  
Public Works Director  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Calistoga, 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 Calistoga, 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 7th day of November, 2017

Mayor Chris Canning  
(Name and Title of Governing Body Representative)  
Vice Mayor Dunsford  
(Name and Title of Governing Body Representative)  
Councilmember Gary Kraus  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Kathy Flamson, duly appointed and City Clerk of  
(Name) (Title)  
the City of Calistoga, 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 Calistoga  
(Governing Body) (Name of Applicant)

on the 7th day of November, 2017.

Kathy Flamson CITY CLERK  
(Signature) (Title)

**Cal EMA Form 130**  
**Instructions**

**A new Designation of Applicant's Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.**

When completing the Cal EMA 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 individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Applicant:** This is the official name of the non-profit, agency, city, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency 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 should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. 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 (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) 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 should be listed. A new Cal EMA 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.

**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 to eliminate "Self Certification."