


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date: May 30, 2018
 To: Honorable Mayor and Honorable City Councilmembers
 From: Ana Kwong, Finance Director
 Subject: Approval of Resolution Establishing authorized agents to communicate with California Office of Emergency Services (Cal OES) to complete requests for FEMA reimbursement pertaining to expenses incurred due to the October wildfires
 Recommendation: Approve Finance Director Ana Kwong, and FEMA consultant, Tasha Beauchamp to be authorized CalOES agents for the City of Sebastopol.
 Funding: Currently Budgeted: _____ Yes _____ No N/A
 Net General Fund Cost: \$ none

INTRODUCTION:

This item is to request the Council Approve the Resolution Establishing authorized agents to communicate with California Office of Emergency Services (Cal OES) to complete requests for FEMA reimbursement pertaining to expenses incurred due to the October 2017 wildfires.

BACKGROUND:

Due to the recent October fires, the City of Sebastopol incurred damages and personnel costs associated with this event.

The City retained a consultant to apply for FEMA reimbursement. This is common practice and in fact FEMA provides up to 5% of the total expense request to cover the cost of administrative staff- or consulting-time required for the reimbursement request. As the total proposed for consultant services was anticipated to be less than \$5,000, Tasha Beauchamp was selected by the City Manager to coordinate all reimbursement requests, liaise with City Department Heads, prepare all the documents, and work with local non-profit organizations requesting reimbursement. After discussion with Ms. Beauchamp, it was determined that with her experience with City staff, familiarity with the local non-profits, and experience working with federal grant software, this made her an appropriate choice as the consultant.

Consultant is drew upon existing relationships with City Department Heads and local non-profit leaders through Cittaslow Sebastopol, and past experience with large government grants and the grants portal to:

- Liaison with City Department Heads and non-profits to identify relevant expenses and collect receipts, timesheets, labor policies, vehicle logs or other records needed to prove losses due to the fires.
- Liaison with FEMA and CalOES officials to ascertain requirements, regulations and appropriate forms.
- Work with the City's Finance Director, Ana Kwong, to retrieve policies and confidential records needed by FEMA.

- Assemble and upload documentation to the grants portal.
- Work with FEMA staff to resolve any issues and/or follow up questions blocking close-out of the project.

DISCUSSION:

Two main applications were submitted in March for a total of \$77,833.16 (\$67,333.16 Category B reimbursement, and \$10,500.00 for Category E). Consulting costs came to a total of \$2,610.00, giving the City an extra \$1,096.34 since this was below the 5%—\$3,706.34—allotted.

Per FEMA, they will provide 75% reimbursement of expenses incurred as a result of evacuation and sheltering activities during the Sonoma County wildfires. California Office of Emergency Services (CalOES) will provide 18.75%.

FEMA has approved the expenses as outlined above.

CalOES documentation is the next step before funds can be released.

RECOMMENDATION:

That the City Council approve the Resolution Establishing authorized agents to communicate with California Office of Emergency Services (CalOES) to complete requests for FEMA reimbursement pertaining to expenses incurred due to the October wildfires

ATTACHMENTS:

CalOES form 130: Designation of Applicant's Agent Resolution for Non-State Agencies

**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)