



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Julia H. Cooper

**SUBJECT: DESIGNATION OF OFFICIALS  
AUTHORIZED TO APPLY FOR  
DISASTER ASSISTANCE**

**DATE:** March 3, 2020

Approved

Date

3.4.20

## RECOMMENDATION

Adopt a resolution designating City of San José officials to be authorized to apply for Federal and State Disaster Assistance.

## OUTCOME

The designation of City officials authorized to apply for federal and state disaster assistance will comply with the State's procedures.

## BACKGROUND

On February 28, 2017, the City Council adopted Resolution No. 78092 designating by title the City Manager, the Assistant City Manager and the Director of Finance as the City's designated agents for applying for 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, and making assurance required in order to obtain such assistance. By its terms, Resolution No. 78092 expired on February 28, 2020.

## ANALYSIS

The previous Designation of Applicant's Agent Resolution was adopted by the City Council on February 28, 2017 (Resolution No. 78092). Cal OES requires the designation of the City's authorized applicants be updated every three years and limits the designation to three officials. Thus, the City must adopt an updated resolution and file it with Cal OES in order to be able to apply for federal or state disaster financial assistance.

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There are two ways to designate the Authorized Agent: one way is by title only, and the other is by name and title. If the Authorized Agent is designated by title only, this alleviates the need to adopt a new resolution each time one of the designated agents leaves his or her position. If the Authorized Agent is designated by title only, when the resolution is filed with Cal OES, it must be accompanied by a cover letter from any authorized agent within the City naming the persons currently in the designated positions.

The Administration recommends that the City Council continue to designate by title only the City Manager, the Assistant City Manager and the Director of Finance as the City's designated agents for applying for federal and state disaster financial assistance and making the assurances required in order to obtain such assistance.

### **CONCLUSION**

The City will have the designation of City officials authorized to apply for federal and state disaster assistance

### **EVALUATION AND FOLLOW-UP**

The resolution adopted by the City Council will be filed with Cal OES and will be updated every three years as required.

### **CLIMATE SMART SAN JOSE**

The recommendation in this memo has no effect on Climate Smart San Jose energy, water, or mobility goals.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the March 17, 2020 City Council Meeting.

### **COORDINATION**

This item has been coordinated with the City Clerk's Office and the City Attorney's Office.

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**COMMISSION COORDINATION**

This item does not require any input from a board or commission.

**CEQA**

Not a Project, File No. PP17-008, General Procedure and Policy Making resulting in no changes to the physical environment

/s/  
JULIA H. COOPER  
Director, Finance

For questions please contact Julia H. Cooper, Director of Finance, at (408) 535-7011.