



# CITY OF BUELLTON

## **SPECIAL MEETING - CITY COUNCIL AGENDA**

**Special Meeting of April 9, 2020 – 5:45 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

*Copies of staff reports or other written documentation relating to each item of business referred to on this Agenda are on file in the office of the City Clerk and are available for public inspection*

## **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and a Declaration of Local Health Emergency from the County of Santa Barbara, City Council meetings will not be physically open to the public and one or more (or even all) City Council Members may be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting through the City's website, via City TV Live Stream at: <http://www.cityofbuellton.com/government/cityTV.php> and may provide public comment by sending comments to the City Clerk via email at [lindar@cityofbuellton.com](mailto:lindar@cityofbuellton.com) (reference subject matter or agenda item in the subject line of email). Please include name and address in contents of message. Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Mayor's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations can contact the City Clerk at (805) 688-5177 and best efforts will be made to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City of Buellton's procedure for resolving reasonable accommodation requests.

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Council Members Ed Andrisek, Dave King, John Sanchez, Vice Mayor Art Mercado, and Mayor Holly Sierra

### **REORDERING OF AGENDA**

## **PUBLIC COMMENTS**

*Speaker Slip to be completed and turned in to the City Clerk prior to commencement of meeting. Limited to matters not otherwise appearing on the agenda. Limited to three (3) minutes per speaker. No action will be taken at this meeting.*

## **BUSINESS ITEMS**

## **(POSSIBLE ACTION)**

1. Resolution No. 20-11 – “A Resolution of the City Council of the City of Buellton, California, Designating the City Manager, on Behalf of the City of Buellton, to be the Authorized Agent to Engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services Regarding Grants Applied for by the City of Buellton”  
❖ *(Staff Contact: City Manager Scott Wolfe)*

## **ADJOURNMENT**

The next regular meeting of the City Council will be held on Thursday, April 9, 2020 at 6:00 p.m.

**CITY OF BUELLTON**  
City Council Agenda Staff Report

City Manager Review: SW  
Council Agenda Item No.: 1

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: April 9, 2020

Subject: Resolution No. 20-11 – “A Resolution of the City Council of the City of Buellton, California, Designating the City Manager, on Behalf of the City of Buellton, to be the Authorized Agent to Engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services Regarding Grants Applied for by the City of Buellton”

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**BACKGROUND**

Due to the COVID-19 Emergency, staff will be applying for a Request for Public Assistance (RPA) from the Federal Emergency Management Association (FEMA) in order to seek reimbursement for emergency funding for Buellton Senior Center’s Meals on Wheels Program. Part of the grant application requires an approved Council resolution designating the City Manager to act as the City’s authorized agent to interact with FEMA and the Governor’s Office of Emergency Services. Resolution No. 20-11, together with Cal OES 130 form (Designation of Applicant’s Agent Resolution for Non-State Agencies) are attached. These documents will be included with the City’s RPA and Cal OES 89 (Project Assurances for Federal Assistance).

**FISCAL IMPACT**

This item in itself will have no fiscal impact on the City of Buellton.

**RECOMMENDATION**

Staff recommends that the City Council consider approval of Resolution No. 20-11 – “A Resolution of the City Council of the City of Buellton, California, Designating the City Manager, on Behalf of the City of Buellton, to be the Authorized Agent to Engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services Regarding Grants Applied for by the City of Buellton”

**ATTACHMENTS**

Resolution No. 20-11 (Cal OES 130 form)

**RESOLUTION NO. 20-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, DESIGNATING THE CITY MANAGER, ON BEHALF OF THE CITY OF BUELLTON, TO BE THE AUTHORIZED AGENT TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR' S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS APPLIED FOR BY THE CITY OF BUELLTON**

**WHEREAS**, the City of Buellton seeks to apply for Federal Emergency Management (FEMA) and California reimbursement for costs incurred for emergency response services and damages due to the COVID-19 Emergency; and

**WHEREAS**, the Governor's Office of Emergency Services (Cal OES) administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and

**WHEREAS**, Cal OES Form 130 requires the City of Buellton to designate agents to engage with FEMA and Cal OES regarding assistance and grants applied for by the City; and

**WHEREAS**, City of Buellton desires to ensure that Form 130 makes the City eligible to apply for disaster relief for the incident designated "FEMA-4482-DR-CA (DR-4482)" as well as future disaster incidents for three years.

**NOW THEREFORE**, the City Council of the City of Buellton authorizes the City Manager to sign and execute applications and agreements for Federal and State disaster relief and emergency assistance.

**BE IT FURTHER RESOLVED**, the City Council does designate the City Manager of Buellton as the agent for Form "Cal OES 130: Designation of Applicant's Agent Resolution for Non -State Agencies."

**PASSED, APPROVED AND ADOPTED** on this 9<sup>th</sup> day of April, 2020.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**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.")