



City of Palo Alto

City Council Staff Report

(ID # 11241)

Report Type: Consent Calendar

Meeting Date: 5/4/2020

Summary Title: Adoption of a Resolution Authorizing Staff to Submit Cal OES COVID-19 Fin. Assistance Application

Title: Adoption of a Resolution Authorizing Staff to Submit a Cal OES COVID-19 Financial Assistance Application

From: City Manager

Lead Department: Administrative Services

Recommendation

Staff recommends that Council adopt the attached resolution (Attachment A) authorizing certain City staff to file an application with the California Department of Emergency Services (Cal OES) for federal financial assistance related to the Coronavirus (COVID-19) response.

Background

On March 16 Council ratified the Director of Emergency Services' (City Manager) proclamation of a local emergency due to the presence and community spread of novel coronavirus (COVID-19) in Santa Clara County ([CMR 11192](#)). This followed the State of California's proclaimed State of Emergency on March 4. On March 22 California secured a presidential Major Disaster Declaration, which makes federal funding available to the state for emergency protective measures.

The City's response to the COVID-19 event has incurred certain costs associated with the purchase of protective supplies and materials, quarantine lodging, personnel time and other expenses. These costs may be reimbursable by the Federal Emergency Management Association (FEMA) at a later stage as emergency protective measures, which are referred to as Category B activities by FEMA and are defined as work to eliminate or lessen immediate threats to lives, public health, or safety. In order to be eligible for receiving potential reimbursements the City Council must authorize designated City staff to submit applications by resolution, as required by Cal OES.

Discussion

In order for the City to receive reimbursement from FEMA through the public assistance (RPA) process the Council must authorize staff to file an application. The attached

resolution designates the City Manager, Director of Administrative Services (Chief Financial Officer) and Assistant Director of Administrative Services as the authorized staff. A letter will be attached to the resolution that will specify the individual names associated with each title.

Staff expects to submit eligible expenses to Cal OES and FEMA through the RPA process after an initial review meeting with FEMA representatives. The City filed the initial RPA forms with Cal OES on 4/14 to meet the April 17 deadline, which has now been extended. The resolution can be submitted after the RPA forms, but must be received before the City can receive reimbursements.

Timeline

The resolution must be approved and submitted prior to any reimbursement being received. After the City submits the formal request for public assistance this will trigger a review with FEMA and Cal OES and cost data submittal that may lead to a future reimbursement.

Resource Impact

The City has incurred salary and non-salary costs associated with the response to COVID-19. The non-salary expenses are currently estimated to be \$60,000, which is made up of safety supplies, cleaners and remote work tools, such as Zoom video conferencing. The preliminary estimate of the cost of staff time devoted to the COVID-19 response is \$528,000, largely comprised of the work of having an active Emergency Operations Center and running the call center. The City is in the process of capturing and verifying the costs and determining what can be submitted to Cal OES and FEMA for reimbursement. As outline in FEMA guidelines FEMA only reimburses for overtime pay for eligible emergency work. At this time nearly all of City staff time devoted to COVID-19 has been categorized as regular pay not overtime, therefore the City is not expecting significant reimbursement for staff time, based on current trends.

Stakeholder Engagement

Staff has coordinated this effort with the City's Office of Emergency Services, the City Manager's Office and the City Attorney's Office.

Environmental Review

The resolution does not constitute a project under the California Environmental Quality Act (CEQA).

Attachments:

- Attachment A: Resolution

**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)