



Office of the City Manager

CONSENT CALENDAR
November 27, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Claudette R. Ford, Director, Public Works

Subject: Designation of New FEMA Pre-Disaster Mitigation Grant Authorized Agents

RECOMMENDATION

Adopt a Resolution designating the Public Works Director, Deputy City Manager, and Budget Manager as authorized agents for the FEMA Pre-Disaster Mitigation Grant for the Ratcliff Building Seismic Retrofit project.

FISCAL IMPACTS OF RECOMMENDATION

The State Office of Emergency Services (OES) will not accept reimbursement requests without the signature of a Council-designated authorized agent. The City expects to collect \$2,887,735 in grant revenue for this project from this agency.

CURRENT SITUATION AND ITS EFFECTS

OES requires the City Council of the grantee city to designate at least one authorized agent. Authorized agents are responsible for all matters related to the grant such as requesting reimbursements, extensions and changes in the scope of the work. The City's previous authorized agent resigned in fiscal year 2007. The City has prepared the first request for reimbursement pending an authorized agent's signature. OES requires appointment of new authorized agent(s) before processing the reimbursement request.

BACKGROUND

On November 14, 2006, the City Council authorized the City Manager to enter into a grant agreement with OES to reconstruct the seismically unsafe Facilities Maintenance Building (Ratcliff Building) at the Corporation Yard. Arrietta Chakos, former Assistant City Manager, was designated as the authorized agent. Ms. Chakos resigned from the City and the position has not been filled. OES requires the City Council of the grantee City to adopt a resolution designating a new authorized agent.

According to the OES Emergency Services Coordinator, most grantees designate up to three authorized agents by job title, not employee name. In the event that one agent is unavailable, there are still two other authorized agents able to sign documents. In addition, if an authorized agent leaves the City, his successor automatically becomes

the authorized agent because the designation is attached to the job title and not the employee.

RATIONALE FOR RECOMMENDATION

The City accepted the grant in the amount of \$2,887,735 with the understanding that revenue would be collected by submitting reimbursement requests to OES. Having multiple authorized agents designated by job title and not employee name will expedite document submission to OES.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Lisa Malek-Zadeh, Senior Budget Specialist, Public Works, 981-6306

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

DESIGNATION OF NEW FEMA PRE-DISASTER MITIGATION GRANT AUTHORIZED AGENTS

WHEREAS, on November 14, 2006, the City Council authorized the City Manager to enter into a grant agreement with the State Office of Emergency Services (OES) in the amount of \$2,887,735 to reconstruct the seismically unsafe Facilities Maintenance (Ratcliff) Building at the Corporation Yard; and

WHEREAS, the City must submit reimbursement requests for project expenditures in order to receive the grant revenue; and

WHEREAS, OES requires the signature of a City Council designated authorized agent on reimbursement requests; and

WHEREAS, the current authorized agent resigned from the City of Berkeley and OES recommends the City designate three authorized agents by job title instead of employee name.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Public Works Director, Deputy City Manager, and Budget Manager are designated as authorized agents for the FEMA Pre-Disaster Mitigation Grant for the Ratcliff Building Seismic Retrofit project.

