



# FAIRFAX TOWN COUNCIL MEETING

## STAFF REPORT

|                     |                                                                                                                                                                                                                                    |
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| <b>MEETING DATE</b> | October 15, 2025                                                                                                                                                                                                                   |
| <b>PREPARED FOR</b> | Mayor and Town Council                                                                                                                                                                                                             |
| <b>PREPARED BY</b>  | Christine Foster, Assistant to the Town Manager/Deputy Town Clerk                                                                                                                                                                  |
| <b>SUBJECT</b>      | Adoption of a Resolution Designating the Town Manager, Public Works Director, and Finance Director as the Town's Authorized Agents for Purposes of Obtaining Federal and State Disaster Assistance and Rescinding Resolution 17-06 |

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### RECOMMENDATION

Adopt a resolution:

1. Designating the Town Manager, Public Works Director, and Finance Director as the Town's authorized agents for purposes of obtaining certain federal and state disaster assistance; and
2. Rescinding Resolution 17-06.

### EXECUTIVE SUMMARY

The Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) require local agencies to designate authorized agents by resolution in order to receive disaster assistance. The Town's current resolution (No. 17-06), adopted in 2017, only names the Town Manager and the Town Manager's designees as authorized agents. However, designees are no longer allowed, leaving the Town Manager as the only authorized agent. This report recommends adopting a new resolution to designate the Town Manager, Public Works Director, and Finance Director as authorized agents and rescind the outdated resolution.

### BACKGROUND

To be eligible for state and federal reimbursement following declared disasters, local agencies must submit an official Council designation of authorized agents using Cal OES Form 130, accompanied by a resolution adopted by the governing body.

On April 5, 2017, the Town Council adopted Resolution 17-06, which authorizes the Town Manager to execute applications and agreements for disaster recovery assistance. In practice, this single-authority approach can create logistical delays and administrative bottlenecks.

Cal OES recommends naming multiple staff members as authorized agents to ensure flexibility and continuity in the event of staff absences or turnover.

### DISCUSSION

Staff recommends updating the Town's designation of authorized agents to include the Public Works Director and Finance Director in addition to the Town Manager. These positions are directly involved in managing emergency response, infrastructure repair, and financial documentation required for state and federal reimbursements.

#### Benefits of multiple authorized agents include:

- Increased administrative flexibility
- Continuity during emergencies or staff absences

- Reduced risk of delays in time-sensitive disaster response and recovery efforts
- Alignment with best practices recommended by Cal OES

The new resolution will replace and rescind Resolution 17-06.

**FISCAL IMPACT**

There is no fiscal impact associated with this action. Designating multiple authorized agents does not involve any costs and does not obligate the Town to accept funds or make expenditures.

**ATTACHMENT**

Resolution

## **RESOLUTION 25-**

### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX DESIGNATING AUTHORIZED AGENTS FOR PURPOSES OF OBTAINING FEDERAL AND STATE DISASTER ASSISTANCE AND RESCINDING RESOLUTION 17-06**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) require local governments to designate authorized agents by resolution to apply for and manage disaster assistance funding; and

**WHEREAS**, on April 5, 2017, the Town Council of the Town of Fairfax adopted Resolution 17-06, which designated the Town Manager as the Town's authorized agent for such purposes; and

**WHEREAS**, Resolution 17-06 does not reflect current best practices recommended by Cal OES, which encourage the designation of multiple authorized agents to ensure administrative flexibility and continuity; and

**WHEREAS**, the Public Works Director and Finance Director play essential roles in managing emergency response, infrastructure restoration, and financial reporting required for federal and state disaster assistance programs; and

**WHEREAS**, designating additional authorized agents will help avoid administrative bottlenecks and enable the Town to respond more effectively during emergencies or in the event of staff absences or transitions.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Fairfax that the Town Manager, the Public Works Director, and the Finance Director are hereby designated as the Town's authorized agents for the purpose of executing applications and agreements and providing assurances and certifications required by FEMA and Cal OES for federal and state disaster assistance.

**BE IT FURTHER RESOLVED** that Resolution 17-06 is hereby rescinded in its entirety;

**BE IT FURTHER RESOLVED** that this resolution is effective for all open and future disasters for a period of three (3) years from the date of approval, consistent with Cal OES guidelines.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Fairfax held on the 15th day of October, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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LISEL BLASH  
MAYOR

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CHRISTINE FOSTER  
DEPUTY TOWN CLERK