



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** CEO  
**Department No.:** 012  
**For Agenda Of:** March 8, 2022  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) Contact Info: Mona Miyasato, County Executive Officer  
Kelly Hubbard, Director of Emergency Management

DocuSigned by:  
  
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**SUBJECT:** Authorized Agents for County During Disasters (3-year Renewal)

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form:

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a. Adopt the attached Resolution (Attachment A) designating the County officials listed in the Resolution to execute applications, grants, financial information, conduct site inspections, represent the County at briefings, and conduct all matters necessary for financial recovery to the County for emergency or disaster recovery and relief from the federal government under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or from the State under the California Disaster Assistance Act;
- b. Adopt and direct the Clerk of the Board or designee to execute the attached Designation of Applicant’s Agent Resolution (Attachment B);
- c. Direct the Clerk of the Board or designee to submit to the California Office of Emergency Services the attached letter (Attachment C) identifying the Authorized Agents by name and title; and
- d. Determine the above actions are not a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(5) of the CEQA Guidelines, because the actions consist of organizational or administrative activities of

the government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is before the Board to adopt a resolution designating the County Executive Officer, Assistant County Executive Officer, Director of Emergency Management, Business Manager of the County Executive Office, County Auditor-Controller, Assistant Auditor-Controller, Director of Public Works, Deputy Director of Public Works, and Road Commissioner as the County's Authorized Agents for purposes of securing disaster relief funding from the state and/or federal government. A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval. This resolution was last passed by your Board on March 12, 2019, and is required to be renewed.

**Background:**

The California Office of Emergency Services (CalOES) requires that local jurisdictions that have disaster, response and recovery transactions with CalOES provide CalOES a list of "Authorized Agents." These Authorized Agents may take any actions necessary to obtain 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.

This action provides CalOES with a current list of Authorized Agents. Every three years, CalOES requires local governments to provide a list Authorized Agents. The County may submit either only the titles of the persons whom will serve as Authorized Agents or those persons' titles and names. Staff recommends submitting only the Authorized Agents' titles. Submitting only the Authorized Agents' titles allows the Board's authorization to remain valid if an individual leaves a position and is replaced by another individual. CalOES requires the County to submit a cover letter with each Authorized Agents' name and title.

This action will be valid for three years.

**Titles**

County Executive Officer  
Assistant County Executive Officer  
Director of Emergency Management, Office of Emergency Management  
Business Manager, County Executive Office  
County Auditor-Controller  
Assistant Auditor-Controller  
Director, Public Works Department  
Deputy Director, Public Works Department  
Road Commissioner

**Fiscal and Facilities Impacts:**

There are no fiscal impacts associated with the adoption of this resolution.

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**Special Instructions:**

Clerk of the Board to return the following to: Office of Emergency Management, Attn: Sonia Thompson, Department Business Specialist

1. Minute Order
2. A copy of the executed Board Resolution
3. An executed duplicate original of the Designation of Applicant's Agent Resolution

**Attachments:**

- A. Resolution identifying Authorized Agents for Santa Barbara County.
- B. Designation of Applicant's Agent Resolution, Cal OES 130.
- C. Letter naming the Authorized Agents by name and title.

**Authored by:**

Kelly Hubbard, Director of Office of Emergency Management

**cc:**

Betsy Schaffer, County Auditor-Controller  
Ed Price, Assistant Auditor-Controller  
Scott McGolpin, Director, Public Works Department  
Walter Rubalcava, Interim Deputy Public Works Director