

**MEMORANDUM**

**To:** Mayor Don Keil and Seguin City Council  
Steve Parker, Seguin City Manager

**From:** Kyle Kramm, Main Street & CVB Director

**Through:** Rick Cortes, Seguin Assistant City Manager

**Subject:** Authorized Signatories

**Date:** June 9, 2020

The City of Seguin was awarded a Texas Community Development Block Grant to reconstruct sidewalks in downtown Seguin. Staff is seeking Council approval to allow the City Manager to sign all contractual documents with the grant and to designate the City Manager, Assistant City Manager, Finance Director and Assistant Finance Director to be the signatories for requesting draws of the grant.