



-Memorandum-

Finance Department

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Date: November 18, 2021

To: Seguin City Council
Steve Parker, City Manager

From: Kathy I. Wood, Grants Administrator

Subject: **Required Resolution Designating Authorized Signatories**

As part of the grant requirements for the City's General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT), we are required to adopt by Resolution the Designated Authorized Signatories for Contractual and Financial documents. It is best practices to have at least three signatories listed. We are adding:

- City Manager
- Assistant City Manager
- Director of Finance

This Resolution will fulfill this requirement.

Staff recommends approval and adoption of all GLO CDBG-MIT Resolutions presented.