

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: March 16, 2026

Topic:

Approve Resolution No. 2026-17, a Resolution of the City Council of the City of Tomball, Texas, Designating Authorized Signatories for Contractual Documents and Documents for Requesting Funds Pertaining to the Texas Community Development Block Grant Program administered through the Texas Department of Agriculture.

Background:

In July 2024, the Texas Department of Agriculture (TDA) released a call for projects to be submitted for consideration, scoring, and potential funding for the Texas Community Development Block Grant Community Development Fund in connection to the 2025-2026 TxCDBG grant by December 1, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “Hampton Place Storm Sewer Improvements” which includes redirecting the multi-family complex storm sewer outfall to M121-01-00 by replacing the existing inlets and constructing a new storm sewer system.

Staff submitted a preliminary grant application for a total identified grant amount not-to-exceed \$750,000 plus a local match of \$112,500 as approved by Resolution No. 2024-44 on December 2, 2024. Following preliminary scoring, the City has been invited to submit a full application for review, scoring and possible funding. The City intends to submit an application for funding through the 2025–2026 Texas Community Development Block Grant (TxCDBG) Program administered by the Texas Department of Agriculture. The TxCDBG program provides funding to eligible communities for public infrastructure improvements and other projects that benefit low- to moderate-income residents.

As part of the TxCDBG application process, the City must adopt a Resolution appointing individuals to execute contractual documents and documents requesting funds from any approved grant.

Staff is requesting that the Mayor and City Manager be appointed as authorized signatories to act in all matters in connection with any grant application and the City’s participation in the Texas Community Development Block Grant Program including executing the grant application and any subsequent contractual documents.

Staff is requesting that the City Manager and Finance Director be appointed as authorized signatories for payment request including purchase vouchers for the state and request for payment forms, if awarded a grant.

Grant Application & Subsequent Contractual Documents Authorized Signers	
Mayor	City Manager
Financial Document Authorized Signers	
City Manager	Finance Director

Origination: Project Management

Recommendation:

Staff recommends approving Resolution No. 2026-17, designating authorized signatories for contractual and financial documents pertaining to the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: # _____

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date