

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: September 15, 2025

Topic:

Workshop Discussion Only – Approve Resolution No. 2025-45, 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 General Land Office Community Development Block Grant – Disaster Recovery Program (CDBG-DR) Contract Number 25-141-001-F190.

Background:

Based on contractual requirements with the General Land Office, the City must adopt a Resolution appointing individuals to execute contractual documents and documents requesting funds from the approved grant.

Staff is requesting that the Mayor and City Manager be appointed as authorized signatories for execution of contractual documents including the contract, extension request, if needed, and contract amendments.

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

Contractual Document Authorized Signatories	
Mayor	City Manager
Financial Document Authorized Signatories	
City Manager	Finance Director

Origination: Project Management

Recommendation:

Staff recommends approving Resolution No. 2025-45, designating authorized signatories for contractual and financial documents pertaining to the General Land Office Community Development Block Grant – Disaster Recovery (CDBG-DR) Contract No. 25-141-001-F190.

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

Staff Member

Date _____

Approved by

City Manager

Date _____