

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Susan Smith, Finance Director
Report date: February 8, 2024
Meeting date: March 4, 2024
Subject: Resolution 2024-11 To authorize the Town Manager, or his designee, to submit grant applications and to execute on the Town's behalf to apply for all grant programs available to the Town during the Fiscal Year 2023-2024.

Recommended Action

Pass Resolution 2024-11

Background

The Town Manager, pursuant to Article III of the Town Charter, is the Chief Administrative Officer of the Town and is responsible for the administration of all Town affairs, in addition to other duties and responsibilities outlined in the Town Charter and Town Code. The Town Manager is commonly listed as the signer for all contract, agreements, and grant applications as the authorized agent of the Town.

It has come to our attention of the Town's Grant Coordinator, Kalee Shaberts, that certain applications she has worked on, the grantor has asked for verification that the person signing is the authorized agent of record and has delegated authority. An adopted Resolution, by the Governing Body, serves this purpose.

Resolution 2024-11 will provide the authorization needed for Fiscal Year 2023-2024 and we will renew this annually moving forward.

Staff Recommendation

Pass Resolution 2024-11

Attachment (Available in the Town Clerk's Office)

Resolution 2024-11

End of Agenda Item