

Resolution 2018-01

Designation of Applicant's Agent

Be it resolved by the Town Council of the Town of Odessa that:

Denise Snead, Clerk Treasurer is hereby designated the authorized representative and Stephen Nelson, PE, Project Manager is designated the alternate for and in behalf of the Town of Odessa, a public agency established under the laws of the State of Washington.

The purpose of this designation, as the authorized representative, is to obtain federal and/or state emergency or disaster assistance funds. These representatives are authorized on behalf of the Town of Odessa to execute all contracts, certify completion of projects, request payments and prepare all required documentation for funding requirements.

Passed and approved this 12th day of March, 2018.

_____, Councilmember _____, Councilmember
(Signature) (Signature)

_____, Councilmember _____, Councilmember
(Signature) (Signature)

_____, Councilmember _____, Councilmember
(Signature) (Signature)

Certification

I, William F. Crossley, duly appointed Mayor of the Town of Odessa, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Town Council of the Town of Odessa on this 12th day of March, 2018.

Mayor

Date: _____

INSTRUCTIONS FOR COMPLETING DESIGNATION OF APPLICANT'S AGENT

Governing Body = council, commissioners, board of directors, etc.

Public Agency = name of the applicant entity, i.e., county, city, fire district, etc.

General Notes:

* Must have signatures of voting members of the governing body; titles may be typed.

* A majority of the governing body must sign the resolution.

* The certification must be signed by the clerk of the governing body.

* The signed resolution itself may be photocopied, but the **certification** needs to have the **original signature** of the signer.

* A letter may be substituted for the Designation of Applicant's Agent Resolution. The letter should be from the chief executive officer for the public agency, i.e., Mayor, City Manager. **One may not appoint oneself as the applicant agent.**