



Meeting Agenda Coversheet

MEETING DATE:		August 4, 2026		Submitted By: Mayor Joe Garrison	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		DISCUSSION & ACTION, CREATING THE POSITION OF COMMISSION & COMMUNITY ENGAGEMENT COORDINATOR			
STAFF RECOMMENDATION: (MOTION READY)		Approval of Resolution No. 26-23 Creating the Position of Commission & Community Engagement Coordinator			
SUMMARY and/or JUSTIFICATION:		The Mayor/Commission respectfully requests approval of Resolution No. 26-23 establishing the position of Commission & Community Engagement Coordinator within the Town Clerk's Office. The proposed position is intended to provide dedicated administrative, communications, community engagement, and event coordination support to the Town Commission while allowing the Town Clerk to remain focused on statutory responsibilities, including records management, elections, agendas, minutes, public records compliance, ordinances, resolutions, and other duties prescribed by Florida law and the Town Charter. The position will coordinate official Commission travel, conferences, community outreach initiatives, public engagement events, promotional materials, photography, approved social media content, constituent outreach coordination, and other administrative projects assigned through the Town Clerk. The position reports directly to the Town Clerk. Day-to-day direction may be provided by the Deputy Town Clerk when designated by the Town Clerk. Requests from individual Commissioners will be coordinated through the Town Clerk to ensure proper workload management and preserve the Town's Commission-Manager form of government.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Resolution 26-23 Justification Memo			
SELECT, if applicable		RESOLUTION: 26-23		ORDINANCE:	

IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(If Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)</i>	A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, CREATING THE POSITION OF COMMISSION & COMMUNITY ENGAGEMENT COORDINATOR WITHIN THE TOWN CLERK'S OFFICE; APPROVING THE POSITION DESCRIPTION; AUTHORIZING THE POSITION TO BE INCLUDED WITHIN THE TOWN'S AUTHORIZED PERSONNEL COMPLEMENT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.		
FISCAL IMPACT <i>(if any):</i>	Creation of one (1) full-time, non-exempt position. Funding shall be provided through the approved Fiscal Year 26/27 Budget or other budget amendment approved by the Town Commission. Salary and benefits shall be established in accordance with the Town's Compensation Plan.	\$0.00	