



# Town of Dundee

## MAYOR'S OFFICE

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### MEMORANDUM

**TO:** Town Commission; Human Resources; Town Manager

**FROM:** Joe Garrison, Mayor

**DATE:** August 3, 2026

**SUBJECT:** Justification for Creation of the Commission & Community Engagement Coordinator Position

### Purpose

The purpose of this memorandum is to recommend the creation of the Commission & Community Engagement Coordinator position within the Town Clerk's Office. This position is intended to provide dedicated administrative, communications, community engagement, and event coordination support to the Town Commission while preserving the statutory responsibilities of the Town Clerk and maintaining the Town's Commission-Manager form of government.

As the Town continues to grow, so has the demand for increased public engagement, professional communications, community events, and administrative support for elected officials. These responsibilities have expanded significantly beyond the traditional statutory duties assigned to the Town Clerk's Office. Establishing a dedicated position for these functions will improve organizational efficiency, enhance public service, and allow the Town Clerk to remain focused on the legal and administrative responsibilities assigned by Florida law and the Town Charter.

### Background

The Town Clerk serves as the custodian of public records and is responsible for numerous statutory and operational functions, including:

- Agenda preparation and meeting administration.
- Recording and maintaining official minutes.
- Public records compliance.
- Records management and retention.
- Elections administration.

Justification

- Ordinances and resolutions.
- Legal notices and advertising.
- Board and committee administration.
- Compliance with Florida's Government in the Sunshine Law and Public Records Law.

Over time, the Clerk's Office has also assumed increasing responsibilities related to community outreach, Commission event coordination, travel planning, photography, graphic design, social media support, and constituent engagement. While these functions are valuable to the organization, they are administrative in nature and are separate from the Clerk's statutory obligations.

The proposed position is intended to assume these operational responsibilities, allowing the Clerk's Office to better allocate resources while continuing to provide exceptional support to the Town Commission and the public.

### **Organizational Need**

The Commission & Community Engagement Coordinator would provide centralized support in several key operational areas:

#### **Commission Support**

The position would coordinate:

- Official Commission travel.
- Conference registrations.
- Hotel accommodations.
- Travel itineraries.
- Survey's
- Continuing education logistics.
- Ceremonial events.
- Community meetings.
- Coffee with the Mayor events.
- Ribbon cuttings.
- Groundbreakings.
- Recognition ceremonies.
- Strategic planning events and similar Commission initiatives.

Providing one point of coordination ensures consistency, improves planning, and eliminates duplication among departments.

### **Community Engagement**

Justification

Residents increasingly expect local governments to communicate through multiple platforms and maintain a visible presence within the community.

The proposed position would:

- Coordinate community outreach initiatives.
- Develop educational materials.
- Prepare promotional flyers.
- Coordinate public information campaigns.
- Photograph Town events.
- Maintain digital media archives.
- Draft approved social media content.
- Assist with website updates.
- Promote Town-sponsored events.

This dedicated focus will improve public awareness and encourage greater citizen participation.

### **Interdepartmental Coordination**

Many Commission initiatives require assistance from multiple departments.

The proposed position would serve as the central coordinator by:

- Scheduling meetings.
- Coordinating logistics.
- Communicating with departments.
- Working with outside agencies.
- Coordinating vendors.
- Organizing volunteers.
- Managing event timelines.
- Tracking project completion.

This coordination improves efficiency and reduces administrative burdens placed on department directors.

### **Operational Benefits**

Creation of this position provides several measurable organizational benefits, including:

- Increased efficiency within the Clerk's Office.
- Greater consistency in public communications.
- Improved coordination of Commission activities.
- Enhanced community engagement.
- Better organization of special events.
- Improved responsiveness to constituent inquiries.
- Increased visibility of Town programs and services.
- More efficient coordination between departments.
- Reduced administrative workload on existing staff.

Justification

- Improved planning for evening and weekend Commission activities.

### **Protection of the Town Clerk's Statutory Responsibilities**

The proposed position is not intended to replace, duplicate, or diminish the statutory responsibilities of the Town Clerk.

Instead, it allows the Town Clerk to focus on duties assigned by Florida law while delegating appropriate administrative support functions.

The Commission & Community Engagement Coordinator would not:

- Prepare official agendas.
- Maintain official minutes.
- Serve as the records custodian.
- Interpret Sunshine Law requirements.
- Interpret Public Records Law.
- Execute statutory duties assigned to the Town Clerk.

Those responsibilities remain exclusively with the Town Clerk.

### **Preservation of the Commission-Manager Form of Government**

The proposed reporting structure maintains appropriate administrative authority and organizational accountability.

The Commission & Community Engagement Coordinator would report directly to the Town Clerk.

Requests from individual Commissioners would be coordinated through the Town Clerk to:

- Establish priorities.
- Prevent conflicting assignments.
- Ensure efficient use of staff resources.
- Maintain consistent communications.
- Preserve proper supervisory relationships.

This structure allows the Commission to receive dedicated administrative support while maintaining clear operational management.

### **Recommended Classification**

Based upon the anticipated workload and responsibilities, it is recommended that the position be classified as:

- Full-Time
- Non-Exempt
- Department: Town Clerk
- Reports To: Town Clerk

Justification

- Day-to-Day Direction: Deputy Town Clerk when designated by the Town Clerk

A full-time classification is recommended because many of the assigned responsibilities occur outside normal business hours, including evening Commission meetings, community events, conferences, workshops, and weekend activities.

### **Financial Considerations**

Although creation of the position represents an additional personnel cost, the anticipated operational benefits include:

- Improved efficiency.
- Better utilization of professional staff.
- Increased public engagement.
- Improved coordination of Town events.
- More consistent public communications.
- Greater organizational capacity.
- Reduced duplication of administrative efforts across departments.

These benefits are expected to improve the overall level of service provided to the Commission and the community.

### **Conclusion**

The proposed Commission & Community Engagement Coordinator position represents a strategic investment in organizational effectiveness, public communication, and community engagement.

Rather than creating additional statutory responsibilities, the position allows the Town Clerk to focus on governance, legal compliance, records management, and elections while providing the Town Commission with professional administrative and community engagement support. Establishing this position strengthens the Clerk's Office, enhances service to the Town Commission, improves coordination across departments, and supports the Town's commitment to transparency, professionalism, and exceptional customer service.

For these reasons, approval of the Commission & Community Engagement Coordinator position is respectfully recommended.