

RESOLUTION NO. 26-23

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.

WHEREAS, the Town Commission recognizes the importance of effective public communication, community engagement, and professional administrative support for the Town Commission; and

WHEREAS, the Town Clerk is responsible for numerous statutory duties, including public records administration, records management, elections, meeting administration, legislative records, and other responsibilities required by Florida law and the Town Charter; and

WHEREAS, the Town Commission finds that the creation of a dedicated Commission & Community Engagement Coordinator position will improve operational efficiency by assigning communications, outreach, event coordination, travel administration, and related administrative functions to a dedicated employee while preserving the statutory responsibilities of the Town Clerk; and

WHEREAS, the Commission further finds that the proposed position will enhance coordination among Town departments, improve constituent engagement, strengthen public communication, and increase organizational effectiveness; and

WHEREAS, the Commission desires to establish the position within the Town Clerk's Office and approve the accompanying job description.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

Section 1. FINDINGS.

The foregoing recitals are hereby adopted as legislative findings of the Town Commission.

Section 2. POSITION CREATED.

The position of Commission & Community Engagement Coordinator is hereby created within the Town Clerk's Office.

Section 3. SUPERVISION.

The position shall report to the Town Clerk. The Deputy Town Clerk may provide day-to-day direction when designated by the Town Clerk.

Section 4. DUTIES.

The Commission & Community Engagement Coordinator shall perform the duties contained within the approved job description and such additional administrative duties as assigned by the Town Clerk.

Nothing contained herein shall be construed as transferring, delegating, or diminishing any statutory duties assigned to the Town Clerk by Florida law, the Town Charter, or the Town Code.

Section 5. PERSONNEL AUTHORIZATION.

The position is hereby authorized as part of the Town's personnel complement and may be filled subject to available funding and applicable Town personnel policies.

Section 6. IMPLEMENTATION.

The Town Manager, Town Clerk, Human Resources, and Finance Department are authorized to take all actions necessary to implement this Resolution.

SECTION 7. SCRIVENER'S ERRORS. The Town Manager, in consultation with the Town Attorney, is authorized to correct minor typographical or scrivener's errors in the final execution documents without requiring a subsequent formal vote of the Commission.

SECTION 8. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 9. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption by the Town Commission.

PASSED AND ADOPTED in regular session this 4th day of August, 2026.

TOWN OF DUNDEE, FLORIDA

By: _____
Joseph Garrison, Mayor

ATTEST:

By: _____
Erica Anderson, Town Clerk

APPROVED AS TO FORM AND LEGALITY:

By: _____
Markeishia Smith, Town Attorney