



Meeting Agenda Coversheet

MEETING DATE:		July 7, 2026		Submitted By: Markeishia Smith, Town Attorney	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		DISCUSSION & ACTION, ORDINANCE 26-12 OFFICE OF THE TOWN CLERK			
STAFF RECOMMENDATION: (MOTION READY)		1. Approve Ordinance No. 26-12 on first reading. 2. Deny Ordinance No. 26-12. 3. Continue consideration of the ordinance and direct staff to prepare revisions or additional information for future Commission consideration. 4. Provide such other direction as the Commission deems appropriate.			
SUMMARY and/or JUSTIFICATION:		The Town Commission has requested consideration of an ordinance establishing the Office of the Town Clerk and defining the appointment, authority, duties, and responsibilities of that office. The proposed ordinance is intended to provide a clear governance structure for the Office of the Town Clerk, ensure continuity in the administration of the Town's legislative and records management functions, and clarify the reporting relationship between the Town Clerk and the Commission. Ordinance No. 26-12 supplements the Charter of the Town of Dundee by creating Section 3.12 establishing the Office of the Town Clerk. The ordinance provides for the appointment, powers, duties, and responsibilities of the Town Clerk; establishes the Town Clerk as the administrative head of the Office of the Town Clerk under the general direction and supervision of the Commission; and authorizes the Town Clerk to administer and supervise the Office of the Town Clerk and its personnel. The ordinance further provides for the uninterrupted continuation of the individual serving as Town Clerk immediately preceding the effective date of the ordinance, ensuring there is no interruption in service, no break in employment, and no loss of compensation, accrued leave, retirement benefits, years of service, or other employment rights and benefits. The ordinance also preserves the Commission's authority to consider and approve an employment agreement with the Town Clerk at a future meeting, should the Commission determine such action to be appropriate. The proposed ordinance is intended to clarify the administration of the Office of the Town Clerk while preserving continuity of municipal operations and uninterrupted public services. If approved, the Town Manager, Town Clerk, and Town Attorney will be authorized to take all administrative actions necessary to implement the ordinance.			
SELECT, if applicable		AGREEMENT		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER: X	

IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Ordinance 26-12 Exhibit A		
SELECT, if applicable	RESOLUTION:	ORDINANCE: 26-12	X
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>	AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, SUPPLEMENTING THE CHARTER OF THE TOWN OF DUNDEE BY CREATING SECTION 3.12 OF THE CHARTER OF THE TOWN OF DUNDEE ESTABLISHING THE OFFICE OF THE TOWN CLERK; PROVIDING FOR THE APPOINTMENT, DUTIES, POWERS, AND RESPONSIBILITIES OF THE TOWN CLERK; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR RECORDATION, CHARTER INCORPORATION, AND CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.		
FISCAL IMPACT (if any):	There is no immediate fiscal impact associated with the adoption of this ordinance. Existing personnel costs are currently budgeted. Any future employment agreement, compensation adjustment, or budget amendment relating to the Office of the Town Clerk shall require separate approval by the Commission.		\$0.00