



Meeting Agenda Coversheet

MEETING DATE:		December 9, 2025		Submitted By: Ken Cassel, Town Manager	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Historically, the Town Manager has served as an authorized signatory; however, no formal resolution explicitly requiring the Town Manager's signature for the validity of checks is currently on file. This resolution formally designates the Town Manager as the required signatory for all Town-issued checks and financial instruments.			
STAFF RECOMMENDATION: (MOTION READY)		I move to approve Resolution 25-45 authorizing the town manager as a signatory on all checks drawn on town accounts.			
SUMMARY and/or JUSTIFICATION:		The purpose of this resolution is to ensure that all Town checks are valid only when signed by the Town Manager, thereby ensuring consistent oversight and aligning financial procedures with municipal code.			
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 25-45			
SELECT, if applicable		RESOLUTION: 25-45		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, AUTHORIZING THE TOWN MANAGER AS SIGNATORY ON ALL CHECKS DRAWN ON TOWN ACCOUNTS; PROVIDING THAT NO TOWN CHECKS SHALL BE VALID WITHOUT SUCH SIGNATURE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):		There is no budgetary impact as a result of this item.			\$0.00

