

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Council Members

**FROM/PHONE:** William (Bill) F. Underwood, II/797-1050

**DOCUMENT PREPARED BY:** William (Bill) F. Underwood, II/797-1050

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** not applicable

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE USE OF FACSIMILE SIGNATURES ON CHECKS ISSUED BY THE TOWN; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**REPORT IN BRIEF:** The Town is currently authorized to use a mechanical signature resolution to execute most checks the Town processes through payroll and accounts payable. The current operation requires significant human intervention to complete the process. The proposed change will allow the use of an electronic facsimile on all checks of the Town.

**PREVIOUS ACTIONS:** Resolution R-84-81

**CONCURRENCES:** Town Administration, Technology Information Management, Town Clerk

**FISCAL IMPACT:**  
Has request been budgeted? Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution

**Attachment(s):** Resolution

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE USE OF FACSIMILE SIGNATURES ON CHECKS ISSUED BY THE TOWN; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, it is in the best interest of the Town of Davie to update its practices with regards to manually executing checks drawn upon the funds of the Town by replacing resolution number R-84-81; and

WHEREAS, it is expedient that the Town utilize a facsimile signature of the Mayor and of the Town Clerk on checks issued by the Town and drawn upon funds of the Town on deposit with the SunTrust Bank, South Florida (Bank) and all other institutions having on deposit funds of Town.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1: The Town Council hereby adopts the use of facsimile signatures for the Mayor or Town Administrator and the Town Clerk or Assistant Town Clerk for use as authorized signatures on all checks issued by the Town and drawn upon funds of the Town on deposit at the Bank and at all other institutions having on deposit funds of the Town.

SECTION 2: A certified copy of this resolution shall be mailed by the Town Clerk by regular mail to the Bank and to all other institutions having on deposit funds of the Town.

SECTION 3: This resolution shall remain in effect and may be relied upon by the Bank and all other institutions having on deposit funds of the Town until notice of its rescision by the Town Council has been communicated to such bank and other institutions by regular mail by the Town Clerk.

SECTION 4: This resolution shall replace resolution number R-84-81 in its entirety.

SECTION 5: This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004.