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3 **RESOLUTION NO. 2011-26**  
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5 **A RESOLUTION OF THE VILLAGE COMMISSION**  
6 **OF THE VILLAGE OF BISCAYNE PARK, FLORIDA**  
7 **GRANTING AUTHORITY TO THE VILLAGE**  
8 **CLERK, AS THE VILLAGE MANAGER'S CHIEF OF**  
9 **STAFF TO SERVE AS THE TEMPORARY**  
10 **CONTRACTING OFFICER AND BANK SIGNATORY**  
11 **DURING THE VILLAGE MANAGER'S ABSENCE;**  
12 **AND PROVIDING FOR AN EFFECTIVE DATE.**

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14 WHEREAS, the Village of Biscayne Park utilizes certain financial institutions to  
15 handle its banking needs; and

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17 WHEREAS, the Village Clerk, a charter officer, was recently promoted to the  
18 additional position of the Village Manager's Chief of Staff; and,

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20 WHEREAS, there are times, including during the manager's absence from the Village  
21 due to vacation time or other leave time that the Manager may not be present at Village Hall  
22 and certain limited contracts and/or payments must be processed; and,

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24 WHEREAS, in order to ensure security on the Village's accounts and to insure the  
25 timely processing of payments, it is necessary to update the signatory information; and,

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27 WHEREAS, the Mayor and Village Commission find it to be in the best interests of the  
28 Village and its residents to update the signatory authority with the Village's bank, by granting  
29 authority to the Village Clerk to serve as an additional signatory on bank checks issued related  
30 to the Village of Biscayne Park when the Village Manager is absent and to provide the Village  
31 Clerk the limited authority to sign necessary contract documents upon the Manager's absence,  
32 as the Chief of Staff to the Village Manager, and as the person that would be acting in the place  
33 of the Manager during any temporary absence.

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36 **NOW THEREFORE IT IS HEREBY RESOLVED BY THE MAYOR AND VILLAGE**  
37 **COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA:**

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40 **Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as  
41 being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

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43 **Section 2.** The Village Clerk, who is also the Manager's Chief of Staff, is  
44 authorized to serve as an additional signatory on the Village's bank accounts, and is authorized  
45 to execute such checks as is necessary relating to the business of the Village of Biscayne Park  
46 when the Village Manager is absent.  
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