

**RESOLUTION NO. 2022-XX**

**A RESOLUTION ESTABLISHING PROTOCOLS FOR THE EXECUTION OF ALL DOCUMENTS BY THE MAYOR, VICE-MAYOR, OR OTHER COUNCILMEMBER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Charter designates the Mayor as the person responsible for executing contracts, deeds and other documents and as the signer of checks for payment of obligations and as the city official designated to represent the city in all agreements with other governmental entities; and

**WHEREAS**, the City Charter provides that the Vice-Mayor shall act as mayor during the absence or disability of the Mayor; and

**WHEREAS**, to ensure operational efficiencies, the City Council desires to establish protocols for the completion of the ministerial signatory obligations of the Mayor.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA:**

**SECTION 1.** The Mayor shall execute all documents (including, but not limited to, contracts, agreements, ordinances, resolutions, checks, and deeds) presented to the Mayor for execution by City staff within three business days. If the Mayor is unable to execute any document within three business days, the document shall be presented to the Vice-Mayor for execution. If the Vice-Mayor is unable to execute any document within an additional three business days, the document shall be presented for execution to any councilmember in order of seat number who can most expeditiously execute said document.

**SECTION 2.** If the Mayor believes any document presented to him or her for execution by City staff is improper or illegal, the Mayor shall first consult with the Charter Officers for resolution of such concern. If after consultation with the Charter Officers, the Mayor still believes the document presented for execution is improper or illegal, consideration of the execution of the document shall be presented to Council at its next regularly scheduled meeting or a special meeting called for that purpose. A five-person majority vote of City Council at such meeting is required to deny the execution of the subject document. Otherwise, the document shall be executed as provided in Section 1, above.

**SECTION 3.** This resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, AT A MEETING HELD ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_  
Ron Feinsod, Mayor, City of Venice

ATTEST:

\_\_\_\_\_  
Kelly Michaels, MMC, City Clerk

I, Kelly Michaels, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the \_\_\_\_ day of \_\_\_\_\_, 2022, a quorum being present.

WITNESS my hand and official seal of said City this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Kelly Michaels, MMC, City Clerk

(S E A L)

Approved as to form:

\_\_\_\_\_  
Kelly Fernandez, City Attorney