

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2016-24**

**A RESOLUTION OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, PROVIDING FOR AMENDING THE DUTIES, TERM OF MEMBERS, MEETINGS AND TOWN STAFF SUPPORT FOR THE FINANCE ADVISORY AND AUDIT COMMITTEE CONSISTENT WITH SECTION 218.319, FLORIDA STATUTES; PROVIDING FOR THE METHOD OF APPOINTMENT OF THE FINANCE ADVISORY AND AUDIT COMMITTEE MEMBERS; PROVIDING FOR COMPLIANCE WITH FLORIDA'S SUNSHINE LAW AND PUBLIC RECORDS LAW; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on May 19, 2009, the Town Council of the Town of Loxahatchee Groves adopted Town Resolution No. 2009-008, and established the Town of Loxahatchee Groves Finance Advisory Committee; and

**WHEREAS**, on July 21, 2009, the Town Council adopted Resolution No. 2009-014, amending the functions of the Finance Advisory Committee to include the functions of an Audit Committee as provided in Section 218.391, Florida Statutes; and

**WHEREAS**, it is the desire of the Town Council of the Town of Loxahatchee Groves, Florida to further clarify the scope of functions of the Finance Advisory and Audit Committee as to issues requested by the Town Council or Town Manager;

**WHEREAS**, the Town Council determines that the clarified function of the Finance Advisory and Audit Committee is in the best interests of the residents of the Town.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

**Section 1.** That the foregoing "WHEREAS" clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council hereby establishes the Town's Finance Advisory and Audit Committee as follows:

**I. Creation of Finance Advisory and Audit Committee.** There is created a Finance Advisory and Audit Committee to act as an advisory board to the Town Council, as follows:

(A) **Qualifications.** Each member of the Finance Advisory and Audit Committee shall be a resident of the Town. Whenever possible, emphasis should be upon persons who have experience in the financial services industry.

(B) Duties. The duties of the Finance Advisory and Audit Committee are as follows:

- (1) To conduct review and analyses of projects assigned by the Town Council, or Town Manager, and make recommendations to the Town Council;
- (2) To review and evaluate financial activities of the Town and make recommendations to the Town Council; and
- (3) To review Town policies and procedures affecting financial functions, and make recommendations to the Town Council as deemed appropriate; and
- (4) To act as the Audit Committee in order to provide for auditor selection functions consistent with Section 218.391, Florida Statutes, upon motion of the Town Council.

(C) The Committee shall be comprised of five (5) voting members, to be appointed by individual Town Council Members.

(D) The Town Council may appoint one member of the Town Council to serve as a non-voting liaison to the Finance Advisory and Audit Committee.

(E) The voting members shall serve a term on one (1) year; and upon adoption of this resolution, the terms of the current members shall cease and the Town Council shall appoint new members for the one (1) year terms.

(F) An attendance requirement shall be imposed on all members of the Finance Advisory and Audit Committee. A member of the Finance Advisory and Audit Committee may be removed by the Town Council if he/she has missed three (3) consecutive meetings of the Committee.

(G) Committee members, and/or companies or employers, in which the members have a direct financial interest, shall not do business with the Town, in accordance with Florida Statutes 112.313, and pertinent opinions of the Florida Commission on Ethics. If any member of the Committee finds that his/her personal interests are involved in any matter coming before the Town Council, he/she shall disqualify himself/herself from all participation in the matter.

(H) If a regular member of the Finance Advisory and Audit Committee resigns or is removed from his or her position, the appointing Council Member shall appoint the replacement.

**II. Advisory Only.**

The actions, decisions, and recommendations of the Finance Advisory and Audit Committee shall be advisory only.

**III. Meetings, Dates, Procedures, Records, Quorum, and Compensation.**

(A) The Finance Advisory and Audit Committee may hold an organizational meeting at the first scheduled meeting following the appointment of the members of the Finance Advisory and Audit Committee. The purpose of the Finance Advisory and Audit Committee organizational meeting is for the members to elect a Chair and Vice Chair from its voting membership for terms of one (1) year; provided that the Chair and Vice Chair of the previously named Finance Committee may continue to serve in those capacities.

(B) The Finance Advisory and Audit Committee shall meet on a quarterly or as-needed basis, as determined by the Town Council or Town Manager.

(C) All meetings, records and files of the Finance Advisory and Audit Committee shall be open and available to the public, consistent with Chapter 119, Florida Statutes (the Public Records Law) and Chapter 286, Florida Statutes (the "Sunshine Law"). In addition, members of the Finance Advisory and Audit Committee shall ensure that their actions are in compliance with Chapter 119, Florida Statutes (the "Public Records Law") and Chapter 286, Florida Statutes (the "Sunshine Law").

(D) Notice for any meeting of the Finance Advisory and Audit Committee shall be posted in accordance with Chapter 286, Florida Statutes (the "Sunshine Law") and on the Town's website and at the Town Office no later than 24 hours prior to the scheduled meeting.

(E) Three (3) voting members in attendance shall constitute a quorum of the Finance Advisory and Audit Committee.

(F) The Town Manager or his/her designee shall act as secretary to the Finance Advisory and Audit Committee, and be responsible for attending all meetings, on an as-needed basis, and providing the items necessary for conducting meetings and for recording and preparation of meeting minutes. The Town Attorney or his/her designee shall act as attorney for the Finance Advisory and Audit Committee, on an as-needed basis.

(H) Members of the Finance Advisory and Audit Committee shall serve without compensation for the performance of their duties.

**Section 3.** Severability. If any clause, section, or other part or application of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated, and so not affecting the validity of the remaining portions or applications remaining in full

force and effect.

**Section 4.** Conflicts. All resolutions or parts of resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

**Section 5.** Effective Date. This resolution shall take effect immediately upon its adoption.

Council Member LIANG offered the foregoing resolution. Council Member MCLENDON seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
DAVIS BROWNING, MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOM GOLTZENÉ, VICE MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RON JARRIEL, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RYAN LIANG, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TODD MCLENDEN, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 19th DAY OF APRIL, 2015.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Virginia M. Walton  
Virginia Walton, Town Clerk

David Browning  
Mayor David Browning

Tom Goltzené  
Vice-Mayor Tom Goltzené

Ronald Jarriel  
Council Member Ron Jarriel

APPROVED AS TO LEGAL FORM:

[Signature]  
Office of the Town Attorney

Ryan Liang  
Council Member Ryan Liang

Todd McLendon  
Council Member Todd McLendon

