

1 TOWN OF JUNO BEACH, FLORIDA

2  
3 ORDINANCE NO. 772

4  
5 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO  
6 BEACH, FLORIDA, AMENDING ARTICLE IV, "BOARDS AND  
7 COMMISSIONS," OF CHAPTER 2, "ADMINISTRATION," OF THE TOWN  
8 CODE OF ORDINANCES TO ADOPT A NEW DIVISION 1, "AUDIT  
9 OVERSIGHT COMMITTEE," PROVIDING FOR CREATION OF THE  
10 COMMITTEE; PROVIDING FOR THE COMMITTEE'S COMPOSITION,  
11 MEMBERSHIP, AND MEETINGS; PROVIDING FOR THE COMMITTEE'S  
12 DUTIES; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS  
13 AND AN EFFECTIVE DATE.

14  
15 WHEREAS, the Town Council wishes to create an Audit Oversight Committee for the  
16 Town of Juno Beach to oversee the Town's annual independent external audit and perform  
17 such other duties as may prescribed by the Town Council; and

18  
19 WHEREAS, the Town Council determines that the adoption of this Ordinance is in  
20 the best interests of the residents and property owners of the Town of Juno Beach.

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22 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN  
23 OF JUNO BEACH, FLORIDA as follows:

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25 **Section 1.** The foregoing "Whereas" clauses are hereby ratified and incorporated  
26 herein.

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28 **Section 2.** The Town Council hereby amends Article IV, "Boards and Committees,"  
29 of Chapter 2, "Administration," of the Town Code of Ordinances by adopting a new Division  
30 1 to read as follows (additional language underlined):

31  
32 **Chapter 2 – Administration**

33 \* \* \*

34  
35  
36 **ARTICLE IV. BOARDS AND COMMISSIONS**

37  
38 **DIVISION 1. AUDIT OVERSIGHT COMMITTEE**

39  
40 **Sec. 2-137. Creation.**

41  
42 The town council hereby creates an audit oversight committee.

43  
44 **Sec. 2-138. Composition; terms; organization; meetings.**

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46 (a) *Composition.* The audit committee shall consist of five (5)  
47 members to serve at the pleasure of the town council. Each of the members  
48 shall be town residents with educational and/or practical experience in the

1 fields of accounting, finance, auditing, or related fields involving operational  
2 compliance or oversight.

3  
4 (b) Terms. The town council shall appoint members to serve two-  
5 year terms, with the initial term expiring on March 31, 2026. Members shall  
6 continue to serve until their successors are appointed. Appointments to fill  
7 vacancies shall be for the remainder of the unexpired term.

8  
9 (c) Organization. At the first meeting after the town council's initial  
10 appointment of the committee members and at the first meeting after April 1<sup>st</sup>  
11 every two years thereafter (starting April 1, 2026), the committee shall select  
12 a chairperson to preside at the meetings and act as the official spokesperson  
13 of the committee.

14  
15 (d) Meetings. The committee shall meet at least once every three  
16 months or as otherwise determined by the committee.

17  
18 **Sec. 2-139. Duties.**

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20 The audit oversight committee shall have the following duties and  
21 responsibilities:

- 22  
23 (1) Serve as the auditor selection committee (when serving as the  
24 auditor selection committee, a member of the town council shall  
25 be appointed to serve on the committee and shall assume the  
26 role of chairperson as required by state law);
- 27  
28 (2) Oversee and monitor the independent audits of the town's  
29 financial statements from the selection of the independent  
30 auditor to the review and resolution of the audit findings,  
31 including assistance in ensuring any corrective actions are  
32 taken;
- 33  
34 (3) Serve as advisor to the town council and conduct any financial  
35 studies and analyses requested by the town council;
- 36  
37 (4) Present an annual written report to the town council  
38 demonstrating how the committee has discharged its duties and  
39 responsibilities;
- 40  
41 (5) Work with the town's independent auditor and members of town  
42 staff to review internal controls; and
- 43  
44 (6) Perform such other duties as may be assigned by the town  
45 council.
- 46  
47

**Sec. 2-140. Clerical and administrative support.**

(a) The town manager and town clerk shall furnish the committee any necessary clerical support and technical assistance, including the preparation of agendas and minutes.

(b) The finance director shall act as liaison to the committee, attend all committee meetings, and act as liaison between the committee and the town's independent auditors.

**Section 3.** The provisions of this Ordinance shall become and be made a part of the Code of the Town of Juno Beach, Florida.

**Section 4.** If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of the Ordinance.

**Section 5.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 6.** This Ordinance shall become effective immediately upon adoption

FIRST READING this 25<sup>th</sup> day of October, 2023.

SECOND, FINAL READING AND ADOPTION this 15<sup>th</sup> day of November, 2023.


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NAY

  
ALEXANDER COOKE, MAYOR

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NAY

  
PEGGY WHEELER, VICE MAYOR

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NAY

  
MARIANNE HOSTA, VICE MAYOR PRO TEM

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NAY

  
ELAINE K. COTRONAKIS, COUNCILMEMBER

AYE

NAY

  
DD HALPERN, COUNCILMEMBER

ATTEST:

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
CAITLIN COPELAND-RODRIGUEZ  
TOWN CLERK

  
LEONARD G. RUBIN  
TOWN ATTORNEY