



TOWN COUNCIL ORIENTATION PACKET



MEMORANDUM

Prepared By: Town Clerk

Item Title: 2025-2026 Orientation Packet Overview and Table of Contents

INTRODUCTION

Welcome Town Council Members & Candidates. This memorandum serves as a guide to your comprehensive resource packet, which contains all foundational documents and critical operational information necessary for your effective transition into public service. These materials are organized to quickly familiarize you with the Town's legal framework, financial standing, administrative structure (under the Council-Manager form of government), and community engagement protocols.

TABLE OF CONTENTS

The resources provided in your packet are organized into four major categories:

Foundational Governance

The following attachments establish the legal, ethical, and procedural framework for municipal governance:

- Memorandum on the Council-Manager Form of Government
- Official Organizational Chart
- Town Charter
- Rules of Procedure and Town Council Protocols
- Procedures for the Conduct of Quasi-Judicial Hearings
- Florida Commission on Ethics: *Guide to the Sunshine Amendment and Code of Ethics*
- *2025 Florida Government in the Sunshine Manual*, Vol. 47, Office of the Florida Attorney General (Public Records)
- Palm Beach County Code of Ethics
- Robert's Rules of Order (Simplified)

Administrative Structure and Operations

This section outlines the Town's administrative organization and key points of contact:

- Department Head, Town Attorney, and Town Council Contact Information

Community and Public Engagement

This section provides information related to boards and committees:

- Information on All Town Boards and Committees

Financial and Planning Overview

This section provides insight into the Town's financial status and long-term planning efforts:

- Current Operating Budget
- Current Capital Improvement Plan (CIP)
- Comprehensive Plan

NEXT STEPS

Staff encourages you to review these materials thoroughly prior to the formal orientation Work Session. The orientation will include dedicated sessions led by the Town Attorney and the Town Manager to specifically discuss the legal compliance and the administrative relationship outlined in Sections 1 and 3.

If you have any initial questions regarding the contents of this packet, please contact the Town Clerk's office directly at ccopeland@juno-beach.fl.us or (561)656-0316.

DRAFT