

# **TOWN OF LOXAHATCHEE GROVES**

155 F Road Loxahatchee Groves, FL 33470



## **AGENDA MEMO**

**TO:** Town Council, Town of Loxahatchee Groves

**VIA:** Valerie Oakes, CMC, Town Clerk

**FROM:** Sammie T. Brown, FRA-RP, MEDP, Town Clerk Assistant

**DATE:** Monday, April 28, 2025

**SUBJECT:** Oath of Office – Swearing-In of Finance Advisory and Audit Committee

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### **Background:**

In accordance with the Town's adopted procedures for advisory boards and committees, newly appointed and reappointed members are required to take the Oath of Office before officially assuming their duties. The Finance Advisory and Audit Committee (FAAC) plays a critical role in reviewing the town's finances, financial policies, and audit processes, as well as providing recommendations to the town council. The Oath of Office serves as a formal affirmation of each member's commitment to uphold the Town's Charter, Code of Ordinances, and applicable state laws while serving in the public's best interest.

### **Recommendation:**

Staff recommends that the Office of the Town Clerk administer the Oath of Office to the appointed FAAC members.