

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 8B

From: Council's Budget and Personnel Committee

Date: May 18, 2018 Council Meeting

Subject: Appointment of Designated Signer on Council Accounts

Introduction

Members of the Budget and Personnel Committee met on April 20, 2018 to discuss filling a vacant designated signer appointment on Council accounts. Committee members in attendance were Committee Chairman Peter O'Bryan, Commissioner Doug Smith, Councilman Jeff Hmara, Vice Mayor Mack Bernard, Commissioner Hal Valeche, Council Chairman Reece Parrish, and Councilwoman Jolien Caraballo. Council staff members in attendance were Michael Busha, Thomas Lanahan, and Liz Gulick. Keith Davis, Council's attorney, was also in attendance.

Background

Council's Amended and Restated Interlocal Agreement dated November 2004 states:

- The following persons are designated to sign all checks issued by the Council:
  - 1) the Chairman;
  - 2) the Vice-Chairman;
  - 3) the Secretary-Treasurer;
  - 4) the Executive Director of the Council; and
  - 5) a Council member designated by Council from the County in which the Council offices are located
  
- All checks shall be co-signed by two of the above designated persons.

Currently, the following people are authorized to sign checks:

- Chairman – Councilmember Reece J. Parrish
- Vice Chairman – Commissioner Susan Adams
- Secretary-Treasurer – Councilman Jeff Hmara
- Executive Director – Michael J. Busha
- Council member from Martin County (Council Office Location) – Vacant

In order to maintain efficiency in the occasional absence of the Executive Director and provide for continuity of operations, staff is requesting the Budget and Personnel Committee recommend a Council member from Martin County be designated as an authorized signer on Council accounts to fill the vacant designation of a “Council member from the county in which Council offices are located.” Council’s office is in Stuart in Martin County. Currently, those eligible to fill this vacancy are:

- Commissioner Doug Smith - Martin County
- Commissioner Ed Fielding - Martin County
- Commissioner Peter Conze - Town of Jupiter Island

The Budget and Personnel Committee is recommending Commissioner Doug Smith be the designated signer from Martin County.

#### Recommendation

Council should approve the Budget and Personnel Committee’s recommendation that Commissioner Smith be the designated signer on Council accounts from Martin County.