



# Board of County Commissioners

2401 SE Monterey Road  
Stuart, Florida 34996

## Agenda Item Summary

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**File ID:** 25-0358

**CNST-2**

**Meeting Date:** 2/25/2025

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**PLACEMENT:** Consent

**TITLE:**

**BOARD OF COUNTY COMMISSIONERS' APPROVAL OF WARRANT LIST FOR DISBURSEMENT VIA CHECKS AND ELECTRONIC PAYMENTS TO COMPLY WITH STATUTORY REQUIREMENTS**

**EXECUTIVE SUMMARY:**

Pursuant to Chapter 136.06, Florida Statutes, checks, and electronic payments issued by the Board of County Commissioners are to be recorded in the Board meeting minutes. In compliance with statutory requirements, the Warrant List is added to the Consent Agenda for approval by the Board of County Commissioners. This Warrant List is for disbursements made between January 27, 2025 and February 9, 2025. Additional details related to these disbursements may be viewed in the office of the Martin County Clerk of Court and Comptroller or on the Clerk's website.

**DEPARTMENT:** Administration

**PREPARED BY:** **Name:** Donna Gordon  
**Title:** Administrative Services Program Coordinator

**REQUESTED BY:** Clerk of the Circuit Court & Comptroller, Carolyn Timmann

**PRESET:**

**PROCEDURES:** None

**BACKGROUND/RELATED STRATEGIC GOAL:**

In reviewing financial practices, the Clerk felt it was appropriate to initiate a warrant list to be approved and entered into the Board minutes each meeting to reflect disbursements that have been made by the Clerk on behalf of the Board. Each warrant list will be for a specific period and will categorize the disbursements. Individual disbursement detail is available for viewing on the Clerk's website.

**ISSUES:**

None

**LEGAL SUFFICIENCY REVIEW:**

n/a

**RECOMMENDED ACTION:**

**RECOMMENDATION**

Move that the Board approve the Warrant List for the period January 27, 2025 and February 9, 2025 and authorize the Chair to sign.

**ALTERNATIVE RECOMMENDATIONS**

n/a

**FISCAL IMPACT:**

**RECOMMENDATION**

None

**ALTERNATIVE RECOMMENDATIONS**

None

**DOCUMENT(S) REQUIRING ACTION:**

- Budget Transfer / Amendment     Chair Letter     Contract / Agreement  
 Grant / Application     Notice     Ordinance     Resolution  
 Other: Warrant List