

431.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

Consolidate investment of all funds received by the City; administer the City's debt portfolio; maintain a detailed accountability of all City-owned, controlled and/or leased real property; perform assigned internal fiscal control functions; and serve as administrative assistant to the Chief Financial Officer.

:2 AUTHORITY:

This procedure amended by City Council May 17, 2004, New Business #1.

:3 DIRECTION:

Treasurer, as an appointed official, serves at the pleasure of the Mayor and receives direction through the Chief Financial Officer.

:4 METHOD OF OPERATION:

A. Treasury Administration

1. Manages the investment of available City funds through repurchase agreements, government surplus trust funds, negotiable and non-negotiable financial instruments, and other approved methods, as prescribed by City Code, Section 2.09.
2. Administers and coordinates the City's bond indebtedness programs with paying agents, trustees, registrars, credit providers, and registered bond holders.
3. Reviews proposed and enacted legislation and related regulations concerning the above functions.
4. Provides investment and administrative support to the Boards of Trustees in the management of City pension plans.
5. Administers the City deferred compensation program.

B. City Owned Property

1. Responsible for all activities related to the acquisition, sale, or lease of any real property for the benefit of the City in accordance with the City Charter, Chapter 13, Section 7. Exempted are properties under the direct control of the Greater Orlando Aviation Authority, Orlando Housing Authority, Orlando Utilities Commission, or lease actions regarding space/facilities at the Orlando Centroplex.
2. Coordinates activities related to Right-of-Way and easement acquisitions to meet Public Works' requirements for sanitary sewers, drainage, roads, sidewalks, etc.
3. Coordinates activities related to Relocation Assistance for property owners who qualify due to acquisition of the property by the City.
4. Conducts research, in-depth study, and maintains appropriate records of all real property in which the City has an interest.

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5. Initiates, develops and maintains detailed accountability of all City-owned, controlled and/or leased real property, and responsible for abstracts of title.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Florida Statutes, Chapter 116, 205, and 280; City Charter Chapter 13, Section 7, City Code Chapter 2, Sections 2.09, 2.30, 2.34 and Chapters 29A, 36, 45 and 55. Procedure approved (as Section 306.1) by City Council October 10, 1977, Item 10; amended as Section 331.1 October 31, 1988, Item 22, A-27; October 31, 1988, Item 22, A-27; amended by City Council June 14, 1993, Item 4-Q; amended May 17, 2004, New Business #1.

:8 EFFECTIVE DATE:

This procedure effective May 17, 2004.