



Memo

To: Mayor Dowless, Council President Horn,
Council Members Chotas Lomas, Pierce, and Rader

From: Sandy Riffle, Interim City Clerk

Date: March 4, 2022

Re: 2022 Council Assignments

1. Council Assignments

The Code provides the following:

Section 3.12.- Areas of responsibility.

Upon the start of a new council session, the council president shall designate areas of responsibility (not already under the jurisdiction of the mayor) to be assigned to individual council members. Each council member shall assume responsibility for the assigned area and execute his/her other responsibilities within the broad guidelines established by the council. The council members shall render reports regarding other areas during a regular or special meeting of the council.

The areas of responsibility are the following:

Finance
Code Compliance HAINC Liaison Cypress Grove Liaison
Public Works
Police Department* City Hall* Contract Staff*
Pursuant to Section 4.04 of the <i>City Charter</i> , the mayor has jurisdiction over the police department, city hall, and contract staff.

The Code does not provide the duties associated with Councilmembers' Charter designated responsibility. Historically, Council members serve as City liaisons when contacting various agencies and elected officials to aid the City in projects and other types of assistance that may be needed.

The Councilmember who accepts the assignment for finance will be needed to sign checks every other week and sometimes in-between if needed. Please note that all Councilmembers need to have check signing ability.

The following assignments were made in the March 16, 2021, Council meeting.

Finance and Budget	Councilmember Ben Pierce
Code Enforcement	Councilmember Lee Chotas
HAINC Liaison Cypress Grove Liaison	Council President Richard Alan Horn
Land Development/Master Plan	Councilmember Chris Rader
Public Works	Councilmember Susan Lomas
MetroPlan	Mayor John Dowless
Police Department* City Hall* Contract Staff*	Mayor John Dowless

Pursuant to Section 4.04 of the City Charter, the mayor has jurisdiction over the police department, city hall, and contract staff.

2. State Board of Administration – Florida PRIME Account

The State Board of Administration (SBA) requires an update of the Local Government Investment Pool (LGIP) Participant Account Maintenance (PAM) form, which pertains to the three Florida Prime accounts. These accounts accrue a small amount of interest each month.

The update will include:

- All persons authorized to transmit/withdraw funds from the three SBA Florida Prime accounts, and;
- Councilmembers and/or staff who have LGIP website privilege, but without the ability to conduct business (view only), and;
- Persons authorized to notify the SBA of changes in account information.

As the Council President and Finance assignments are designated, the PAM form will be updated in kind to reflect the new designees. During the organizational meeting, I will gather the signatures from Mayor so that the form may be notarized and returned to Florida Prime.

The State Board of Administration – SBA
Local Government Investment Pool – LGIP
Account Maintenance Form - PAM