

PROPOSED

RESOLUTION NO. 2020-

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, PERTAINING TO WASTEWATER SERVICES; AMENDING PART XV AND SECTIONS 6.72 AND 6.73 OF CHAPTER 6 OF THE BROWARD COUNTY ADMINISTRATIVE CODE ("ADMINISTRATIVE CODE"), TO UPDATE THE NAME OF THE WATER AND WASTEWATER BUSINESS OPERATIONS DIVISION; AND PROVIDING FOR SEVERABILITY, INCLUSION IN THE ADMINISTRATIVE CODE, AND AN EFFECTIVE DATE.

WHEREAS, the division of Broward Water and Wastewater Services responsible for overseeing accounts, revenues, and fiscal policy operates under the name "Water and Wastewater Business Operations Division" (the "Division");

WHEREAS, the Broward County Administrative Code ("Administrative Code") currently references an outdated name for the Division;

WHEREAS, the Board of County Commissioners (the "Board") wishes to receive reports, on a quarterly basis, regarding all credits, adjustments, and payment arrangements issued or made by the Division; and

WHEREAS, the Board finds it is reasonable and in the best interest of the public to revise Part XV and Sections 6.72 and 6.73 of Chapter 6 of the Administrative Code to reflect the current name of the Division, and to require quarterly reporting to the Board effective on or after October 1, 2020, NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA:

Section 1. The recitals set forth in the preamble to this Resolution are incorporated by reference herein.

1 Section 2. Part XV and Sections 6.72 and 6.73 of Chapter 6 of the Administrative
2 Code are hereby amended to read as follows:

3 **PART XV. WATER AND WASTEWATER ~~FISCAL~~ BUSINESS OPERATIONS DIVISION**

4 **6.72. Water and Wastewater ~~Fiscal~~ Business Operations Division Established;**
5 **Director as Head.**

6 There is hereby established a Water and Wastewater ~~Fiscal~~ Business Operations
7 Division ~~which~~ that shall be responsible for ~~fiscal~~ the business operations of Water and
8 Wastewater Services. The Water and Wastewater ~~Fiscal~~ Business Operations Director shall
9 have a degree from an accredited four-year college or university in accounting, business or
10 public administration, or a related field with several years of progressively responsible
11 management experience, or any equivalent combination of training and experience.

12 **6.73. Functions; Responsibilities.**

13 The Water and Wastewater ~~Fiscal~~ Business Operations Division shall:

- 14 a. Manage and direct the ~~fiscal~~ business operations of Water and Wastewater
15 Services.
- 16 b. Develop and maintain accounts and accounting systems to provide
17 management information to Water and Wastewater Services' divisions.
18 Provide appropriate and timely interim and annual financial reports for those
19 funds comprising Water and Wastewater Services. Collect, deposit, and
20 account for Water and Wastewater Services' funds.
- 21 c. Develop and maintain sound fiscal policies to implement capital programs
22 and fund operations. Recommend and develop financial terms and conditions
23 for agreements and contracts and manage bond programs and other financial
24 responsibilities. Develop financing plans, rates, fees, and charges for services

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underscored type are additions.

1 provided by Water and Wastewater Services including, but not limited to,
2 retail utility services, regional water, and regional wastewater services.

3 d. Maintain records of revenues and expenditures and prepare financial
4 documents and reports when appropriate for federal and state governmental
5 agencies.

6 e. Coordinate the preparation and completion of budget reports, including
7 requested budget, approved budget and budget comparative reports, as well
8 as ~~coordinating~~ coordinate all interim budget amendments or adjustments for
9 Water and Wastewater Services.

10 f. Define and implement systems and procedures for customer service
11 activities, including but not limited to initiating service, billing and collection for
12 services provided, and termination of service in accordance with County
13 ordinances and resolutions.

14 g. Establish, as part of the billing and collection process, policies and
15 procedures for issuing credits and adjustments to customer accounts and for
16 establishing payment arrangements for customers with delinquent accounts,
17 with such policies and procedures to include reporting of all credits,
18 adjustments, and payment arrangements on a quarterly basis to the Board of
19 County Commissioners.

20 Section 3. Severability.

21 If any portion of this Administrative Code Resolution is determined by any Court to
22 be invalid, the invalid portion shall be stricken, and such striking shall not affect the validity
23 of the remainder of this Administrative Code Resolution. If any Court determines that this
24 Administrative Code Resolution, in whole or in part, cannot be legally applied to any

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1 individual, group, entity, property, or circumstance, such determination will not affect the
2 applicability of this Administrative Code Resolution to any other individual, group, entity,
3 property, or circumstance.

4 Section 4. Inclusion in the Broward County Administrative Code.

5 It is the intention of the Board of County Commissioners that the provisions of this
6 Administrative Code Resolution become part of the Broward County Administrative Code as
7 of the effective date. The sections of this Administrative Code Resolution may be
8 renumbered or relettered and the word "resolution" may be changed to "section," "article,"
9 or such other appropriate word or phrase to the extent necessary in order to accomplish
10 such intention.

11 Section 5. Effective Date.

12 This Administrative Code Resolution is effective upon adoption.

13

14 ADOPTED this _____ day of _____, 2020.

15

16 Approved as to form and legal sufficiency:
Andrew J. Meyers, County Attorney

17

18 By /s/ Matthew Haber 08/14/2020
19 Matthew Haber (date)
Assistant County Attorney

20

21 By /s/ Michael J. Kerr 08/14/2020
22 Michael J. Kerr (date)
Deputy County Attorney

23

24 MH/tb
WWS Biz Op Reso
08/14/2020

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