

3.14. - Functions; Responsibilities.

The Records, Taxes, and Treasury Division shall:

- a. Record all documents to be recorded in the Official and Public Records of Broward County as provided by general or special law and county ordinance.
- b. Charge and collect such fees as are prescribed by law for the recording of documents into the Official and Public Records of Broward County. Prepare necessary forms for submission to the Accounting Division for audit. Remit fees collected for other governmental agencies pursuant to statute and general laws.
- c. Maintain the Official Record Book, a proper index, a media archive backup, and provide aid to the public in researching documents filed in the Official Records of Broward County.
- d. Implement the gathering, organization, indexing and preservation of the Public Records of Broward County Government.
- e. Establish and implement a reference service for officials and employees of county government and the public to aid them in researching the Official and Public Records of Broward County Government.
- f. Establish and maintain the County Archives as the central repository of the Official and Public Records of Broward County Government, and provide for the coordination of records management and compliance with Florida law relating to the retention and disposal of Public Records.
- g. Collect all delinquent taxes and ad valorem taxes levied by the county and other taxing entities in Broward as prescribed by law.
- h. Issue licenses and collect license fees for local business tax receipts, boat registrations, motor vehicle registrations, hunting and fishing licenses, and any others as may be prescribed by law or ordinance.
- i. Collect special assessments levied by the county and other taxing entities unless such collection is provided for otherwise.
- j. Collect all revenues and fees received by county government unless the responsibility is assigned to another department, division, or agency.
- k. Deposit all funds collected by the Division. Have exclusive custody of, invest and disburse all revenues, fees, taxes and other funds of the county for which the county is responsible, unless otherwise provided by law.
- l. Establish and implement receipt, custody, investment and disbursement practices and procedures for all county funds consistent with applicable laws, ordinances and regulations.
- m. Establish and implement approved uniform investment procedures for county funds with the goal of receiving maximum return to the county on such investments.

- n. Establish and implement procedures for the acquisition, control and servicing debt financing as required by the County and authorized resolution of the County Commission.
- o. Procure monthly bank statements from all depositories of county funds, or funds for which the county, its officers, or agents are responsible and reconcile such statements with division records.
- p. Ensure that each depository designated by the Board of County Commissioners shall, for the benefit of the security of the county and before receiving any deposit, give to the county good and sufficient sureties, approved as to sufficiency by the County Administrator and as to form by the County Attorney.
- q. Distribute county funds, only on voucher forms which have been approved by the Accounting Division.
- r. Disburse in accordance with applicable laws, ordinances and regulations all taxes, special assessments and nontax revenues collected by Broward County Government for other governmental agencies.
- s. Prepare a quarterly report for the Board of County Commissioners and a monthly and annual report for the Finance and Administrative Services Director on the state of the County's investment program.
- t. Establish and implement procedures for the certification and decertification of County Depositories, statutory reporting requirements and monitoring of public deposits in conformity with Chapter 280 of Florida Statutes (Florida Security for Public Deposits Act), as may be amended from time to time, and the Department of Insurance and Treasurer State of Florida.
- u. Prepare the agenda for Commission meetings and distribute it and related backup materials to the Commissioners, the County Administrator, the County Attorney, and other county officials designated by the County Administrator.
- v. Notify the departments, divisions and other agencies of county government, as well as city officials, when applicable, of upcoming agenda items such as public hearings on ordinances and matters of specific concern to them.
- w. Record the official minutes of all Commission meetings and notify departments, divisions and other agencies of county government and other affected parties of the Commission's actions. Ensure that official documents are fully executed and distributed to appropriate parties.
- x. Transcribe and prepare the official minutes of all Commission meetings for Commission approval. Index and maintain the minutes and official documents for each Commission meeting.
- y.

Provide a secretary to record the proceedings of all Commission workshop sessions, ensuring that proper minutes are prepared and distributed to the County Commission, County Administrator, County Administrator's staff, County Attorney and affected departments, divisions and other agencies of county government.

- z. Establish and maintain systems for the administration of state laws regarding the filing of financial disclosures and other ethics forms and any related functions as prescribed by law.
- aa. Ensure that all actions of the Board of County Commissioners which are to be communicated to the Supervisor of Elections for placement on the official ballot be done so in the form of a resolution. The proposed resolution shall be presented to the individual Board members a reasonable time prior to its placement on the agenda. In order for the resolution, as finally approved by the Board at the appropriate meeting (in anticipation that during the course of the meeting there may be amendments or changes to the proposed resolution) to be adopted in its final, complete form, it will be necessary for the Administrator to present a typed, formal resolution document for reading and adopting by the Board. All these steps will need to be completed prior to any communication being forwarded to the Supervisor of Elections for placement on the official ballot.

(AdmCd Oct87; 1999-0599, 4/13/99; 2011-527, 9-27-11)