

Memorandum



Date: March 7, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

Agenda Item No. 8(O)(1)

From: Honorable Daniella Levine Cava
County Mayor

Subject: New Agreement between the City of Coral Gables and Miami-Dade County for the Provision of Billing Services for Sanitary Sewer and Stormwater Utility Service Charges by Miami-Dade Water and Sewer Department

Executive Summary

The purpose of this item is to obtain approval from the Board of County Commissioners (Board) for the execution of a new agreement with the City of Coral Gables (City) through which the Miami-Dade Water and Sewer Department (WASD) will provide billing services on behalf of the City for its sanitary sewer and stormwater utility service charges (the “New Agreement”). The New Agreement is for a 10-year term and can be extended by the mutual consent of the County and the City.

Recommendation

It is recommended that the Board approve and adopt the attached resolution authorizing the execution of the New Agreement between Miami-Dade County (County) and the City for billing services by WASD for the City’s sanitary sewer and stormwater utility service charges.

Scope

The New Agreement provides for the administration and provision of billing services for the City, which is located in Commission Districts 6 and 7, represented by Commissioner Kevin Marino Cabrera and Commissioner Raquel A. Regalado, respectively.

Fiscal Impact / Funding Source

There will be a positive fiscal impact to the County from the New Agreement. Under the prior billing agreement between the City and the County, WASD received \$104,413 in the Fiscal Year 2021-2022 for this billing service. The County anticipates receiving approximately the same yearly revenue under the New Agreement.

Track Record / Monitor

WASD’s Chief Financial Officer, Frances Morris, will monitor the New Agreement.

Delegation of Authority

This item approves the New Agreement and authorizes the County Mayor or County Mayor’s designee to execute the New Agreement and to exercise any and all rights conferred therein.

Background

On February 23, 2012, the County and the City entered into a 10-year agreement through which WASD would provide billing services for the City’s sanitary sewer and stormwater utility service charges on the City’s behalf. That agreement expired on February 23, 2022; however, the City and the County

agreed to honor the terms and conditions of that contract on a month-to-month basis until the New Agreement has been approved by this Board.

The New Agreement includes several updated payment terms. Specifically, the City will pay the County: (1) \$3.43 per bill for all accounts to be charged for the City's sanitary sewer charges without stormwater utility charges; (2) \$4.19 per bill for all accounts to be charged for the City's sanitary sewer charges and stormwater charges; and (3) \$1.49 per bill for all accounts to be charged for the City's stormwater utility charge without sanitary sewer billing. The New Agreement has a 10-year term and can be extended by the mutual consent of the County and the City. In addition, WASD's water bills will identify the sanitary sewer and stormwater utility charges as those of the City and provide a City telephone number for customers to call if they have questions.

WASD currently has similar sewer and/or stormwater billing agreements with the Cities of Aventura, Doral, Miami, Miami Springs, Miami Gardens, and Sweetwater; the Villages of El Portal and Palmetto Bay; and the Towns of Cutler Bay and Miami Lakes. To date, for the Fiscal Year 2021-2022 timeframe, the revenue received from all municipalities for which the County provides stormwater billing services was \$501,895, and the revenue for the municipalities (Coral Gables and Opa-Locka) for which the County provides billing for both sanitary sewer and stormwater was \$166,257.

The City approved the New Agreement on May 31, 2022, per Resolution No. 2022-139, which is attached hereto as Exhibit 1. The New Agreement was executed by the City is attached hereto as Exhibit 2.



Jimmy Morales
Chief Operations Officer

Attachments

CITY OF CORAL GABLES, FLORIDA

RESOLUTION NO. 2022-139

A RESOLUTION OF THE CITY COMMISSION AUTHORIZING EXECUTION OF A TEN (10) YEAR AGREEMENT WITH MIAMI-DADE COUNTY FOR THE BILLING OF SANITARY SEWER AND STORMWATER UTILITY SERVICES CHARGES ON BEHALF OF THE CITY OF CORAL GABLES.

WHEREAS, Miami-Dade County (MDC), through its Miami-Dade Water and Sewer Department, operates the water utility system within the City of Coral Gables (City); and

WHEREAS, substantially all of the City's sanitary sewer and stormwater utility customers are customers of Miami-Dade Water and Sewer Department; and

WHEREAS, on February 23, 2012, MDC and the City entered into a 10-year agreement providing for the billing and collection of sanitary sewage and stormwater utility service charges by MDC for the City; and

WHEREAS, MDC has been administering the billing and collection of the City's sanitary sewer and stormwater utility service charges simultaneously for the City with the issuance and collection of MDC's bills for water service; and

WHEREAS, MDC and the City desire to enter into a new ten (10) year contract allowing MDC to continue the administration, the billing and collection of sanitary sewer and stormwater utility service charges on behalf of the City; and

WHEREAS, such contract for services with a governmental entity is exempt from the Procurement Code under Sec. 2-607(25);

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. That the City Commission hereby authorizes the execution of a ten (10) year agreement with Miami-Dade County for the billing and collection of sanitary sewer and stormwater utility services charges on behalf of the City.

SECTION 3. That this Resolution shall become effective upon the date of its passage and adoption herein.

PASSED AND ADOPTED THIS THIRTY-FIRST DAY OF MAY, A.D., 2022.


(Moved: Mena / Seconded: Anderson)

(Yeas: Fors, Jr., Mena, Menendez, Anderson, Lago)

(Unanimous: 5-0 Vote)


(Agenda Item: I-6)

APPROVED:

DocuSigned by:

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VINCE LAGO
MAYOR

ATTEST:

DocuSigned by:

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BILLY Y. URQUIA
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DocuSigned by:

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MIRIAM SOLER RAMOS
CITY ATTORNEY

EXHIBIT 2

AGREEMENT FOR THE BILLING OF
SANITARY SEWER AND STORMWATER UTILITY SERVICES CHARGES
BETWEEN
MIAMI-DADE COUNTY
AND
THE CITY OF CORAL GABLES

THIS AGREEMENT is entered into this ___ day of _____, 2022 (the "Effective Date"), by and between the CITY OF CORAL GABLES, FLORIDA, a municipal corporation of the State of Florida (the "CITY"), and MIAMI-DADE COUNTY, a political subdivision of the State of Florida (the "COUNTY" and collectively with the CITY, the "Parties.")

WITNESSETH:

WHEREAS, the COUNTY, through its Miami-Dade Water and Sewer Department (the 'Department') operates the water utility system within the CITY and unincorporated areas of the COUNTY; and

WHEREAS, all water users within the corporate limits of the CITY are customers of the Department; and

WHEREAS, on February 23, 2012, the COUNTY and the CITY entered into a 10-year agreement providing for the billing and collection of sanitary sewage and stormwater utility service charges by the COUNTY for the CITY; and

WHEREAS, the CITY is exclusively responsible for operating and maintaining the sanitary sewer and stormwater utility systems within the CITY boundaries, excluding the sanitary sewage systems generally located in the Kings Bay and Deering Bay areas, which, pursuant to County Ordinance No. 89-15, are operated and maintained by the COUNTY; and

WHEREAS, the COUNTY has been administering, billing, and collecting the sanitary sewer and the stormwater utility service charges simultaneously for the CITY with the issuance of the COUNTY'S bills for water service; and

WHEREAS, the CITY desires the COUNTY to continue to administer the billing and collection of the sanitary sewer and stormwater utility service charge on behalf of the CITY simultaneously with the issuance of the COUNTY'S water bills,

NOW, THEREFORE, in consideration of mutual advantages, it is agreed:

Section 1. The CITY, jointly with the COUNTY, shall designate and cause to be identified from time to time the water service accounts of the Department which thereafter, under the rules and regulations of the CITY, shall be billed for sanitary sewer and/or stormwater utility service charges. The CITY shall designate any adjustments and/or or revisions to the amount being billed and to the current rate classifications applicable thereto in writing in a format acceptable to the COUNTY. The COUNTY shall act thereon until such designations and classifications are changed in writing by the CITY. The CITY understands and accepts that the COUNTY shall consider the person or persons whose names appear on the COUNTY'S water service account as the persons responsible for the sanitary sewer and stormwater utility service charges at the location involved.

Section 2. At least thirty (30) calendar days in advance of a new rate schedule taking effect, the CITY shall deliver to the COUNTY its schedule of rates, and any revisions of such schedule of rates, by furnishing to the Department's Division Director of Finance a certified copy of the ordinance or other action of the CITY promulgating said revised schedule of rates. Until the COUNTY is so furnished with a revised schedule, the COUNTY shall act upon the prior delivered schedule. The sanitary sewer and stormwater utility service charges shall be prorated in accordance with the revised schedule of rates. No security deposits will be collected by the COUNTY nor will delinquent penalty charges be imposed by the COUNTY on the stormwater utility charge. However, security deposits may be collected by the COUNTY and delinquent penalty charges may be imposed by the COUNTY on the sanitary sewer service charges.

Section 3. The COUNTY agrees, during the COUNTY'S regular and periodic billing procedures, to cause to be billed and collected from each water customer under said accounts, as an added and designated separate item on the bill, the sanitary sewer and/or stormwater utility service charge, according to the schedule of rates established by the CITY for such customer. This shall be the exclusive method for billing sanitary sewer and stormwater utility service charges by the COUNTY; no separate bills shall be issued, except for those bills that may be generated by the CITY. The CITY authorizes and empowers the COUNTY to render such billing for the CITY'S accounts and on the payment thereof to give receipt and acquittance therefore, either by endorsement of payment upon such billings or by separate receipt. Upon the initial billing by the COUNTY to each user of sanitary sewer and stormwater utility service, and at any time during the term of this Agreement, as deemed necessary by the COUNTY or the CITY, the CITY shall, at its sole cost and expense and independent of this Agreement, advise such user of the method and arrangement between the CITY and the COUNTY for the billing and collection of said charges by the COUNTY for and on behalf of the CITY as the CITY'S agent. The COUNTY shall not be responsible for the notification of new owners, occupants or tenants that there is a sanitary sewer and stormwater utility service charge. Furthermore, the CITY shall be responsible for notifying its sanitary sewer and stormwater utility users of future rate increases.

Section 4. The COUNTY agrees to observe the same diligence, policy and procedure in the billing and collection of sanitary sewer and stormwater utility service accounts as is used by the COUNTY in billing and collecting its water service accounts, except that the COUNTY shall not terminate water and/or sewer service for non-payment of stormwater utility service charges, except when account balances exceed \$100, nor shall it institute or maintain suits at law for collection of stormwater utility service charges. The COUNTY may provide water and sewer service to customers irrespective of said customer's failure to pay the applicable stormwater utility charge. The COUNTY shall not be responsible for the billing of accounts for which there is no active water account. The COUNTY shall not file any liens on property for the collection of the stormwater utility charges. Legal actions for non-payment of stormwater utility charges shall be the sole responsibility of the CITY.

Section 5. The COUNTY will keep correct and proper books of accounts, showing monthly gross billings of sanitary sewer and stormwater utility service charges. The COUNTY shall provide a spreadsheet (on CD or sent electronically) of both the sanitary sewer and stormwater billing information, that includes, but is not limited to, customer's name, account number, account location, account ID, property's folio number, billing frequency, period billed, Equivalent Residential Units (ERUs) and Hundreds of Cubic Feet (CCF's) billed, dollar amount billed and credited, Financial Transaction type, rate code, Service Agreement type, journal date and distribution code for the month remitted along with all appropriate bill segment detail reports and billing liability reports as well as any other statements in writing, showing the net amount owed the CITY by the COUNTY for the month covered by such statement. The COUNTY shall provide such documents and the remittance due the CITY within sixty (60) days of the end of each monthly period. Based on such statement, the COUNTY shall make payment to the CITY

of the amount due, less the COUNTY'S compensation for the billing and collection of said charges and less any other itemized payments or itemized deductions as hereinafter specifically provided in Sections 6 and 9 of this Agreement.

In the event that the Department determines to base all stormwater remittances to customers on a collection basis, rather than a billing basis, and such determination is applied to all stormwater billing agreements, then in such event the CITY agrees that the COUNTY shall remit monthly payments within thirty (30) days of the time actual collection of stormwater utility service charges occur, when the COUNTY'S billing system is capable of this method of remittance.

Section 6. Adjustments for sanitary sewer and stormwater utility services billings paid by the COUNTY to the CITY but uncollected shall be made on a regular basis, at least annually or when write-offs occur, as an itemized deduction provided in Section 5.

Section 7. Upon request, the COUNTY shall send the CITY an electronic spreadsheet on all water accounts that are within the incorporated area of the CITY. The spreadsheet shall include the customer's name, account number, account location, account ID, property's folio number, meter number, Service Point status, location type, billing frequency, stormwater code, water bill units, stormwater units, ERUs, rate code, Service Agreement type, status, water turn on date, wastewater start date, and stormwater start date. Furthermore, upon written request from the CITY, the COUNTY shall make available for inspection or audit by the CITY and its representatives at any reasonable time all of its records pertaining to the COUNTY'S actions under this Agreement as agent for the CITY and shall also furnish to the CITY such information concerning the administration of this Agreement as the CITY may reasonably request, including information as to delinquent sanitary sewer and stormwater utility charges and accounts not currently being billed. Should the CITY, in any audit of the COUNTY'S records, find a discrepancy between the amount of funds remitted to the CITY and the actual billing and collection by the COUNTY, the COUNTY shall within thirty (30) days of receipt of written notification from the CITY, remit to the CITY the sums owed.

Section 8. Both the CITY and the COUNTY recognize that in the billing and collection of sanitary sewer and stormwater utility service charges involving thousands of customers, numerous situations arise which require discretion. The CITY agrees with the COUNTY that the COUNTY may use its best judgment in such instances. Specifically, the COUNTY shall have the right to remove or adjust the sanitary sewer and stormwater utility service charges from a customer's bill if the customer provides proof acceptable to the COUNTY that he or she was not the owner, occupant or tenant of the property on the date that the sanitary sewer and stormwater utility service charges were applied. However, the COUNTY shall advise the CITY of all adjustments to CITY accounts as part of the monthly statements provided pursuant to Section 5. Except as otherwise specified in this Section, any adjustments to accounts assessed a sanitary sewer and/or stormwater utility service charge shall be initiated solely by the CITY and provided to the COUNTY in writing.

Section 9. The CITY agrees to pay to the COUNTY and the COUNTY shall receive from the CITY, by means of deduction from payments for monthly billings, compensation determined as follows:

- A. For the period from the Effective Date of this Agreement until the Agreement is modified, pursuant to Section 11 hereinafter, the COUNTY will charge the CITY three dollars and forty three cents (\$3.43) per bill for all accounts to be charged the CITY'S sanitary sewer charges without stormwater utility charges; four dollars and nineteen cents (\$4.19) per bill for all accounts to be charged the CITY'S sanitary sewer charges and

stormwater charges; and one dollar and forty nine cents (\$1.49) per bill for all accounts to be charged the CITY's stormwater utility charge without sanitary sewer billing.

- B. For all costs and expenses incurred and paid by the COUNTY during the preceding month in defending legal actions brought against the COUNTY by any person, firm or corporation, excluding the CITY, involving billing or collection of sanitary sewer and stormwater utility service charges on behalf of the CITY, or involving the COUNTY'S administration of the terms and conditions of this Agreement.

Section 10. The COUNTY shall notify the CITY in writing of any legal claims filed against the COUNTY pertaining to the COUNTY'S billing and collection of the CITY'S sanitary sewer and stormwater fees within thirty (30) working days of receipt of any claim. The CITY shall defend and indemnify the COUNTY on any such claims. However, the CITY is not required to indemnify the COUNTY on a claim to the extent that such damages are solely due to the negligence of the COUNTY. The CITY shall have the option to defend the COUNTY on any such claims and settle or compromise the same unless such a claim involves employee dishonesty or theft. Provided further that the COUNTY shall defend and indemnify the CITY in any claim involving dishonesty or theft by a COUNTY employee.

Section 11. The COUNTY shall provide the CITY with its "Retail Customer Billing Costs by Bill Type" which shall include the "Number of Bills by Type and Unit and Tier 1 Allocated Cost by Bill Type" to verify the results of the COUNTY'S previous year "Cost Allocation Model" (the "Model") during May of each year. The charges provided for in Section 9 (A) hereinabove shall be increased on October 1, 2022, and each year thereafter, by 5% per year until the charges in Section 9(A) are equivalent to the cost allocation in the Model. (Example: calculate Fiscal Year (FY) 21 costs and provide to the CITY in May 2022, implement change in October 2022). The COUNTY will provide the City with sixty (60) days advance written notice of the proposed revised charges. Thereafter the charges will be adjusted annually, either upward or downward, based on the results of the Model. In the event the Model indicates an increase greater than five percent (5%) per year, the revised charges shall be capped at five percent (5%) per year. If the CITY finds and notifies the COUNTY of a material error found in the COUNTY'S Model, then the COUNTY agrees to make all the necessary corrections to its Model and to its revised charges retroactive to the date of the increase.

Section 12. All telephone calls and correspondence from customers regarding the stormwater utility shall be the responsibility of the CITY. The COUNTY will use its discretion to determine which calls and correspondence regarding sanitary sewer service charges are the responsibility of the CITY. The COUNTY shall cause the telephone number for the CITY, as provided by the CITY, to be printed on the COUNTY'S regular bill stock.

Section 13. The CITY agrees that the COUNTY shall not be held liable for any damage, delay or other loss that the CITY may experience as a result of the COUNTY'S practices in administering this Agreement, unless such loss arises solely as a result of negligence by the COUNTY, its employees or agents.

Section 14. It is understood and agreed between the CITY and the COUNTY that the COUNTY'S obligation is limited to billing and collection of sanitary sewer and stormwater utility service charges as specifically provided for in this Agreement.

Section 15. The CITY shall not allow or permit construction or installation of any connections of stormwater mains which allow stormwater to enter the CITY'S sanitary sewer system. The CITY agrees to use its best efforts to detect and lawfully disconnect all stormwater

connections to the CITY'S sanitary sewer system within the CITY'S jurisdiction and submit within ninety (90) days of the execution of this Agreement a timetable for the elimination of such stormwater connections which is reasonably acceptable to the COUNTY.

Section 16. This Agreement shall be binding upon the respective successors and assigns of both the CITY and the COUNTY.

Section 17. All references to the CITY under this Agreement that require direction to the COUNTY shall mean the CITY Manager or his designee. Whenever written notice to the CITY is required, it shall be sent by Certified Mail, Return Receipt Requested, to:

City of Coral Gables
405 Biltmore Way
Coral Gables, FL 33146
(Attention: City Manager)

Whenever written notice to the COUNTY is required, it shall be sent by Certified Mail, Return Receipt Requested to:

Miami-Dade County
Miami-Dade Water and Sewer Department
3071 S. W. 38th Avenue
Miami, Florida 33146
(Attention: Division Director of Finance)

Section 18. This Agreement shall remain in full force and effect for a period of ten (10) years after its Effective Date. This Agreement may be extended at that time by written request from the CITY Manager to the Department's Director and mutual agreement by the Department, without which it shall terminate. Notwithstanding the above provisions, this Agreement shall terminate and be cancelled without further writings between the CITY and the COUNTY upon either party providing six (6) months' notice in writing to the other party so advising the other party of the termination.

Notwithstanding the provisions of this Section, should the COUNTY fail to timely bill the CITY'S customers in accordance with the agreed upon billing cycles and rates or fail to remit payment to the CITY in the timeframes specified in Section 5 or 9, the CITY may terminate this Agreement upon thirty (30) days' written notice to the COUNTY.

Section 19. The COUNTY and the CITY shall resolve any disputes, controversies or claims between them arising out of this Agreement in accordance with the "Florida Governmental Conflict Resolution Act," Chapter 164, Florida Statutes, as amended. This Agreement shall be governed by the laws of the State of Florida. Venue in any proceedings shall be in Miami-Dade County, Florida. Each party will bear its own attorneys' fees and costs.

(The remainder of this page was intentionally left blank)

IN WITNESS WHEREOF, the Parties hereto have executed these presents as of the day and year first above written.

BOARD OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

ATTEST:

BY: _____
Clerk of the Board

BY: _____
County Mayor

ATTEST:

BY: 
City Clerk

CITY OF CORAL GABLES

BY: 
City Manager

Approved as to form and legal
sufficiency:

Approved as to form and legal
sufficiency:

Assistant County Attorney


Attorney for City of Coral Gables



MEMORANDUM
(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: March 7, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(O)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(O)(1)
3-7-23

RESOLUTION NO. _____

RESOLUTION AUTHORIZING EXECUTION OF A SANITARY SEWER AND STORMWATER BILLING AGREEMENT BETWEEN MIAMI-DADE COUNTY AND THE CITY OF CORAL GABLES FOR THE BILLING OF SANITARY SEWER AND STORMWATER UTILITY CHARGES BY THE MIAMI-DADE WATER AND SEWER DEPARTMENT FOR AN ESTIMATED PAYMENT OF \$104,413.00 PER YEAR; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE SAME AND TO EXERCISE THE PROVISIONS CONTAINED HEREIN

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby approves a sanitary sewer and stormwater billing agreement between Miami-Dade County and the City of Coral Gables for the billing of sanitary sewer and stormwater utility charges by the Miami-Dade Water and Sewer Department for an estimated payment to the County in the amount of \$104,413.00 per year, in substantially the form attached to the accompanying memorandum as Exhibit 2; and authorizes the County Mayor or County Mayor's designee to execute same for and on behalf of Miami-Dade County, Florida and to exercise the provisions contained therein.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman
Anthony Rodríguez, Vice Chairman

Marleine Bastien
Kevin Marino Cabrera
Roberto J. Gonzalez
Danielle Cohen Higgins
Kionne L. McGhee
Micky Steinberg

Juan Carlos Bermudez
Sen. René García
Keon Hardemon
Eileen Higgins
Raquel A. Regalado

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of March, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

LUIS G. MONTALDO, CLERK AD INTERIM

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

SED

Sarah E. Davis