

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match County	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Budget Account No.: **Fund** **Dept** **Unit** **Object**

Is Item Included in Current Budget? Yes No X

Reporting Category N/A

B. Recommended Sources of Funds/Summary of Fiscal Impact:

No Fiscal Impact

C. Department Fiscal Review: Debra M. West

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

[Signature] 4/17/2013
OFMB *SP 5/16 2013 4-12*

[Signature] 4/18/13
Contract Development and Control

B. Legal sufficiency:

[Signature] 4/23/13
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

RESOLUTION NO. R-2013-

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY, FLORIDA REVISING THE WATER
UTILITIES DEPARTMENT'S UNIFORM POLICIES AND
PROCEDURES MANUAL (UPAP).**

WHEREAS, the Board of County Commissioners of Palm Beach County Florida, has adopted the "Water Utilities Uniform Policies and Procedures Ordinance", which provides that the Board of County Commissioners may establish, by resolution, a Uniform Policies And Procedures (UPAP) Manual to establish fees, standards, standard legal documents, policies and procedures for the Water Utilities Department (Department); and

WHEREAS, the Department has recently completed a review of UPAP; and

WHEREAS, the UPAP is a codification of the Department's rates, fees, policies and procedures; and

WHEREAS, the Department is proposing various revisions to the UPAP to unify the business rules of the Glades Utility Authority (GUA) with the business rules of WUD and to allow for the absorption of the GUA, and other necessary revisions.

WHEREAS, the Board of County Commissioners of Palm Beach County desires to adopt this Resolution revising the UPAP and deems adoption of same to be in public interest.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

1. The foregoing recitals are true and correct and incorporated as if fully set forth herein.
2. The revisions to the UPAP as set forth in Attachment "A", attached hereto and incorporated herein, are hereby adopted for inclusion in the UPAP.
3. Each and every other term and condition of the UPAP shall remain in full force and effect, and the UPAP is reaffirmed as revised herein.
4. The provisions of this Resolution shall become effective upon adoption.

Attachment # 2

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

Commissioner Steven L. Abrams, Mayor
Commissioner Priscilla A. Taylor, Vice Mayor
Commissioner Hal R. Valeche
Commissioner Paulette Burdick
Commissioner Shelley Vana
Commissioner Mary Lou Berger
Commissioner Jess R. Santamaria

The Chair thereupon declared the Resolution duly passed and adopted this _____ day of _____, 2013

PALM BEACH COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

Sharon R. Bock, Clerk and Comptroller

By: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
County Attorney

**UNIFORM POLICIES AND PROCEDURES MANUAL (UPAP)
SUMMARY OF PROPOSED CHANGES
2013**

Chapter 2 - Customer Service

- 2.1.5 Provides that customers must pay all reactivation fees prior to reconnection along with all past due amounts. Provides that all forms of payment may receive a dishonored fee.
- 2.1.5 Provides that customers will be reactivated within one business day of satisfying all past due charges and fees if payments are received prior to 6:00 PM.
- 2.2.1 (1) Adds language to ensure customers requesting additional accounts are in good standing with **ALL** existing accounts in order to have their deposit waived.
- 2.2.1 (8) Provides that an account deposit may be transferred to a new address for the same customer if good standing requirements have been met. Customer must pay account balance and activation fee prior to transfer.
- 2.2.2 Transfer of service is no longer allowed in the event of a divorce.
- 2.2.7 Clarifies that Reactivation Fee will be applied once scheduled for disconnection due to non payment in the event that payment of a customer's total past due balance plus past due fees are received within 14 calendar days of the statement date. Previously, the possibly existed that customers paid on the day they were scheduled to be disconnected but the physical disconnection had yet to occur. Customers then disputed the Reactivation Fee because they had not been physically disconnected.
- 2.2.8 Includes electronic payments with dishonored payments. Includes dishonored security deposit payments.
- 2.2.25 Provides that customers will be responsible interest and fees provided by State law. This includes collection agency fees, recording fees, filing fees, etc.

Chapter 3 – Concurrency and Facilities Extension

- Updates Assignment and Indemnity forms with the actual Standard Development Agreement number
- Clarifies language in Standard Development Agreements
- Updates close out documents for developer projects

Chapter 4 – Minimum Design And Construction Standards

- Removes the following sections from Chapter 4 for inclusion in the Department's internal Policies and Procedures Manual.
 - Design Guidelines
 - Approved Materials & Specifications
 - Potable Water System Design & Construction
 - Wastewater System Design & Construction
 - Reclaimed Water System Design & Construction

These sections provide technical guidance with no documented policy that requires the approval of the BCC. In addition, WUD has a need to update these sections continuously due to necessary changes in WUD standards.

Chapter 8 – Water Conservation And Water Emergency Plan

- Clarifies the Emergency Management Plan under Policies
- Adds websites, reverse 911, and telephone calls to the list of acceptable methods of notification of restrictions due to drought.
- Provides that the Department may temporarily postpone service to its customers in proximity to emergencies related to mechanical failure of a constructed facility.