

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: August 18, 2015      Consent [X]      Regular [ ]  
Public Hearing [ ]

Department: Water Utilities Department

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to adopt: a Resolution of the Board of County Commissioners (BCC) revising Chapters 1 and 6 of the Water Utilities Department's (WUD) Uniform Policies and Procedures Manual (UPAP).

**Summary:** The UPAP is a codification of the WUD fees, standards, legal documents, policies and procedures that govern the provision of potable water, wastewater, and reclaimed water services. WUD updates the UPAP from time to time to ensure compliance with recently enacted laws and ordinances, and to ensure that it continues to enable effective and efficient delivery of utility services. Currently, individually or master-metered Dwelling Units are allowed for less than 1,500 square feet of living space per average unit. The proposed amendment to UPAP Chapter 1 modifies classifications regarding Residential Connections for Multi-Family Units, including either Individual or Master-Metered Dwelling Units, to increase the allowable size from 1,500 square feet to 1,800 square feet. This change acknowledges the increasing demand for larger apartments and condominiums. The proposed amendment to UPAP Chapter 6 authorizes the Department to require construction related fees for wastewater and/or fire line connections to be paid prior to the preconstruction meeting for every project. The Water Utilities Advisory Board reviewed and unanimously approved the changes to UPAP at their July 31, 2015, meeting. (Finance and Administration) Countywide (MJ)

**Background and Justification:** Since 1981, WUD has utilized the UPAP Manual as the guiding document for providing services to the public. The UPAP is a codification of the WUD rates, fees, policies and procedures, governing the provision of potable water, reclaimed water, and wastewater services. Over the years, various revisions have been made to the UPAP in an effort to update the manual and improve the overall level of service provided by WUD. None of these changes rises to the level of a significant change in BCC policy.

**Attachments:**

1. Resolution with Attachment "A" (Black-lined version)
2. Revision version of UPAP recommended for change
3. Summary of Changes

Recommended By: Jim Stiles      7-1-15  
Department Director      Date

Approved By: Shannon RB      7-27-15  
Assistant County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2015	2016	2017	2018	2019
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>
<b>NET FISCAL IMPACT</b>	* <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:**

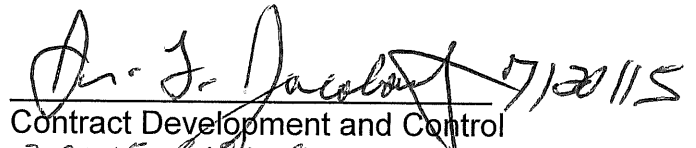
\* FISCAL IMPACT INDETERMINABLE.

C. Department Fiscal Review:                         Delia M. Drost                        

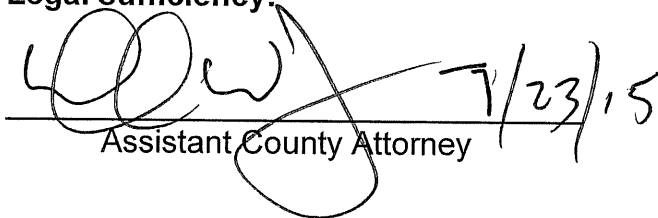
**III. REVIEW COMMENTS**

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

  
Steve Brown  
8/12/15      7/16  
OFMB

  
Dr. J. Jacobson      7/20/15  
Contract Development and Control  
7-20-15      [initials]

**B. Legal sufficiency:**

  
Assistant County Attorney      7/23/15

**C. Other Department Review:**

\_\_\_\_\_  
Department Director

**RESOLUTION NO. R2015-**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA REVISING CHAPTERS 1 AND 6 OF 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 including, but not limited to: modifying the requirements for Multi-Family, Individually or master-metered Dwelling Units to have less than 1,800 square feet of living space per average unit; and adding a prepayment of Wastewater or Fire Line Connection and Guaranteed Revenue Fees when a project already has a water meter that is remaining or being relocated; and

**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.

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

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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

**UPAP AUGUST 2015  
SUMMARY OF CHANGES**

**Chapter 1 Definitions**

- The following definition has been revised under Residential Connections, Multi-Family:

Individually or Master-metered Dwelling Units which meet the requirement for such as apartment buildings, condominiums, duplexes, triplexes, quadruplexes, and any other Dwelling Units which share one or more common walls, roofs, and/or floors, the necessary 1,500 square footage of living space per unit was 1,500. The square feet of living space per average unit has been increased to 1,800 square feet in order to accommodate an increase in demand for larger dwelling units.

**Chapter 6- Fees**

- For existing customers requesting additional services such as Wastewater and Fire Line, payment of Service Initiation Fees will be required prior to scheduling the pre-construction meeting.