

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: **March 13, 2018** Consent Regular
Department: **Water Utilities Department** Public Hearing

I. EXECUTIVE BRIEF

Staff recommends motion to adopt: Resolution of the Board of County Commissioners of Palm Beach County, Florida revising Chapters 1, 2, 3 and 6 of the Water Utilities Department's (WUD) Uniform Policies and Procedures Manual (UPAP).

Summary: The UPAP contains fees, standards, legal documents, policies and procedures that govern the provision of potable water, wastewater and reclaimed water services within the WUD service area. 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. The proposed changes to the UPAP contained in the resolution include: amendments to definitions relating to residential and non-residential units (Chapter 1); modification of the time frame and other criteria required to establish a good account history for purposes of deposit refunding (Chapter 2); modification to allow Property Owners to apply for a Deferred Payment Plan when connecting to the County's fire line facilities (Chapter 3); modification of the Account Reactivation Fee to differentiate between calls received during business hours and calls received outside of business hours for same day service; and renaming of the Delinquent Account Reactivation Fee to Delinquent Account Fee and application of the Delinquent Account Fee to situations where a disconnect service order has been initiated but disconnection has not occurred (Chapter 6). A more detailed summary of the proposed changes is attached to this agenda item. The proposed changes were reviewed and approved by the WUD Advisory Board on January 26, 2018. (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 to comply with changes in state law and regulations and to improve the overall level of service provided by WUD. None of these changes rises to the level of a significant change in Board of County Commissioners policy.

Attachments:

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

Recommended By: _____


Department Director

2-23-18
Date

Approved By: _____


Deputy County Administrator

3/5/18
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<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>
Program Income (County)	<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><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></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 _____

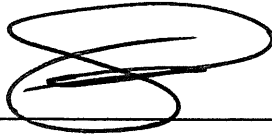
Is Item Included in Current Budget? Yes X No _____

Does this item include the use of Federal funds? Yes _____ No X

Reporting Category N/A

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

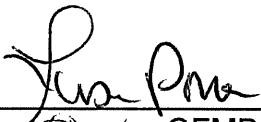
No fiscal impact.



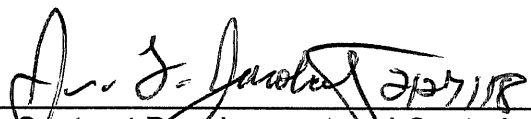
C. Department Fiscal Review: _____

II. REVIEW COMMENTS

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



 OFMB 2/27/18
 2/27/18



 Contract Development and Control 2/27/18

B. Legal Sufficiency:



 Assistant County Attorney 3/1/18

C. Other Department Review:

 Department Director

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