

RESOLUTION NO. 12-138

WHEREAS, on December 1, 2010, Polk County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, adopted Ordinance 10-081, to be known as the POLK COUNTY UTILITIES CODE (hereinafter "UTILITIES CODE"); and

WHEREAS, the UTILITIES CODE contains seven (7) REFERENCE MANUALS (A-G) which were incorporated into and made a part of the UTILITIES CODE: A) Utilities Administration Manual; B) Utilities Standards and Specifications Manual; C) Utilities Cross-Connection Control Policy Manual; D) Reclaimed Water Policy Manual; E) Industrial Wastewater Pretreatment Policy Manual; F) Utilities Water Conservation Policy Manual; G) Utilities Fats, Oils, and Grease Policy Manual; and

WHEREAS, because of the necessity to periodically update the seven (7) REFERENCE MANUALS due to changes in technology and to meet the needs of Polk County Utilities, Section 11 of the UTILITIES CODE provides that the UTILITIES CODE COMMITTEE ("COMMITTEE") shall be charged with updating the manuals periodically and in accordance with the procedures set forth in Section 12 of the UTILITIES CODE: REFERENCE MANUAL REVISION PROCEDURE; and

WHEREAS, the COMMITTEE found it necessary to administer updates in accordance with Section 12 of the UTILITIES CODE that affected six (6) of the seven (7) REFERENCE MANUALS; and

WHEREAS, updates were made to the following REFERENCE MANUALS: A) Utilities Administration Manual; B) Utilities Standards and Specifications Manual; C) Utilities Cross-Connection Control Policy Manual; D) Reclaimed Water Policy Manual; E) Industrial Wastewater Pretreatment Policy Manual; and F) Utilities Water Conservation Policy Manual; and

WHEREAS, email communications and properly noticed informal workshops to REGISTERED HOLDERS of the REFERENCE MANUALS have been completed in accordance with Section 12, and

WHEREAS, the COMMITTEE recommended approval of two sets of proposed updates to the Utilities Division Director (DIRECTOR) the first of which was approved by the DIRECTOR on March 1, 2012 with the second being approved on November 15, 2012; and

WHEREAS, pursuant to Section 12 of the UTILITIES CODE, the updates were made effective on March 31, 2012 and December 15, 2012 respectively; and

WHEREAS, Section 12 of the UTILITIES CODE also provides that each REFERENCE MANUAL revised shall be presented to the Board of County Commissioners at an interval of not more frequently than once a calendar year for adoption by separate resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Polk County Board of County Commissioners that:

The 2012 REFERENCE MANUAL updates referenced herein, administered by the UTILITIES CODE COMMITTEE, and approved by the POLK COUNTY UTILITIES DIRECTOR, pursuant to Section 12 of the POLK COUNTY UTILITIES CODE are hereby adopted by the Board of County Commissioners this 18th day of December, 2012.

ATTEST:

RICHARD M. WEISS
Clerk and Auditor to the Board

By: Kim Hancock
Deputy Clerk

(SEAL)

POLK COUNTY BOARD OF COUNTY
COMMISSIONERS

By: Melony M. Bell
Melony M. Bell, Chairperson



Q.87

APPROVED
Polk County Board of
County Commissioners

December 18, 2012 Regular BoCC meeting
Agenda Item #87

Date: 12/18/12
Initial: RS

SUBJECT

Resolution adopting updates to Reference Manuals associated with Utilities Ordinance 10-081, known as the Polk County Utilities Code. (No fiscal impact)

DESCRIPTION

The BoCC approved Ordinance 10-081, including its seven Reference Manuals, on December 1, 2010, which superseded all previous Utilities Ordinances. A methodology whereby the Reference Manuals may be periodically updated is contained within Section 12: Reference Manual Revision Procedure. This provides a specific procedure whereby updates are to be administered by the Utilities Code Committee and approved by the Utilities Director. These updates are to be presented to the BoCC at an interval of not more frequently than once a calendar year for adoption by separate resolution. The Utilities Director authorized two updates during the 2012 calendar year. In accordance with the methodology provided for in Section 12, the timeline of the two updates is depicted below:

Update One

- Informal Workshop (January 13, 2012)
- Proposed revisions published on Website for 30 days prior to action by Utilities Director (January 13, 2012)
- Utilities Director-authorized updates (March 1, 2012)
- Updates made effective 30 days after authorization (March 31, 2012)

Update Two

- Informal Workshop (October 11, 2012)
- Proposed revisions published on Website for 30 days prior to action by Utilities Director (October 12, 2012)
- Utilities Director-authorized updates (November 15, 2012)
- Updates made effective 30 days after authorization (December 15, 2012)

In accordance with the aforementioned Section 12: Reference Manual Revision Procedure, updates to Reference Manuals 6A through 6F are summarized below.

1. Reference Manual 6A: Administration Manual
 - Locations for Payments, Website Link, Contact Information
2. Reference Manual 6B: Standards and Specifications Manual
 - Potable Water, Wastewater, Reclaimed Water Standards including Pressure Test Forms, Standard Detail Drawings, and Updates to Each Respective Approved Materials List
3. Reference Manual 6C: Cross-Connection Control Policy Manual
 - Approved Cross Connection Control Assemblies
4. Reference Manual 6D: Reclaimed Water Policy Manual
 - Service Availability and Limitations of Use
5. Reference Manual 6E: Industrial Wastewater Pretreatment Policy Manual
 - Wastewater Constituent Limitations
6. Reference Manual 6F: Water Conservation Policy Manual
 - Meter Testing/Replacement, Enforcement
7. Reference Manual 6G: Fats, Oils, and Grease Policy Manual
 - No Changes

RECOMMENDATION

Adopt Resolution approving the 2012 updates to Reference Manuals 6A through 6F associated with the Utilities Ordinance 10-081, the Polk County Utilities Code.

FISCAL IMPACT

No funding is required.

CONTACT INFORMATION

Eric Phillips, Utilities Infrastructure Information Supervisor (863) 298-4174

Attachment: [Utilities Code Update 2012 1.pdf](#)

Attachment: [Utilities Code Revisions Resolution.pdf](#)

Attachment: [Utilities Code Resolution Approvals.pdf](#)

Attachment: [Utilities Code Update 2012 2.pdf](#)

PROJECT CHECKLIST

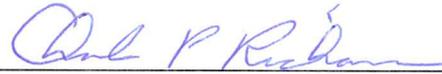
- 1. Project Name: Utilities Ordinance 10-081 Reference Manual Updates
- 2. Project Location: Not Applicable
- 3. Source of Funds: Not Applicable
- 4. Project Cost Summary: Not Applicable
- 5. Certifications: This request has been reviewed by:

Project Manager:



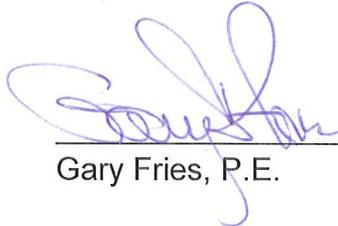
Eric Phillips

Customer Service/Finance Manager:



Charles Richards

Utilities Division Director:



Gary Fries, P.E.