

RESOLUTION NO. 14-003

**A RESOLUTION ADOPTING REVISIONS TO CERTAIN
POLK COUNTY UTILITIES CODE REFERENCE MANUALS**

WHEREAS, on December 1, 2010, the Board of County Commissioners (the "Board") adopted Ordinance 10-081, the Polk County Utilities Code (the "Utilities Code"); and

WHEREAS, the Utilities Code incorporates seven (7) Reference Manuals to describe certain technical and administrative matters required to implement the purpose and intent of the Utilities Code; and

WHEREAS, the Utilities Code establishes a Utilities Code Committee which, among other matters, must periodically review, revise, and update the Reference Manuals in accordance with Section 12 of the Utilities Code; and

WHEREAS, during calendar year 2013, the Utilities Code Committee conducted two separate reviews of the Reference Manuals, each resulting in proposed revisions (each, a "Proposed Revision"; collectively, the "Proposed Revisions") to update the Utilities Standards and Specifications Reference Manual; and

WHEREAS, the Utilities Code Committee delivered each Proposed Revision to Registered Holders and provided thirty calendar days for the Registered Holders to provide written comment to the same; and

WHEREAS, the Utilities Code Committee properly noticed and conducted informal workshops to discuss each Proposed Revision; and

WHEREAS, following each informal workshop, the Utilities Code Committee recommended the respective Proposed Revision to the Utilities Division Director as being in the best interest of the County; and

WHEREAS, each Proposed Revision was published and posted on the County website for 30 days prior to the Utilities Division Director taking action with respect to the respective Proposed Revision; and

WHEREAS, at the expiration of each 30-day time period, the Director approved the Proposed Revision; and

WHEREAS, after the Director's approval, each respective Proposed Revision was published and posted on the County website for an additional 30-day time period, and the Registered Holders were notified of the effective date of changes to the affected Reference Manual; and

WHEREAS, upon the completion of the foregoing process, the Utilities Standards and Specifications Reference Manual was revised in accordance with each Proposed Revision; and

WHEREAS, Section 12 of the Utilities Code requires that each such revised Reference Manual must be presented to the Board for adoption by resolution at an interval no more frequent than once a calendar year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA, IN REGULAR MEETING DULY ASSEMBLED THIS 21st DAY OF JANUARY, 2014, AS FOLLOWS:

1. The Utilities Standards and Specifications Reference Manual revisions described and depicted on the attached Exhibit "A", attached to this Resolution and made a part hereof, are hereby adopted, ratified and approved.
2. This Resolution shall take effect immediately upon adoption.

DATED and effective this 21st day of January, 2014.

ATTEST:
STACY M. BUTTERFIELD
Clerk to the Board

BOARD OF COUNTY COMMISSIONERS,
POLK COUNTY, FLORIDA

By: Kim Hancock
Deputy Clerk

By: R. Todd Dantzler
R. Todd Dantzler, Chairman Q51



January 21, 2014 Regular BoCC meeting
Agenda Item #51

Date: 1/21/14
Initial CR

SUBJECT

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

DESCRIPTION

The Board of County Commissioners (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 2013 calendar year. In accordance with the methodology, the timeline of the two updates is depicted below:

Update One

- * Informal Workshop (March 1, 2013)
- * Proposed revisions published on website for 30 days prior to action by Utilities Director (March 1, 2013)
- * Utilities Director authorized updates (April 22, 2013)
- * Updates made effective 30 days after authorization (May 22, 2013)

Update Two

- * Informal Workshop (September 6, 2013)
- * Proposed revisions published on website for 30 days prior to action by Utilities Director (September 6, 2013)
- * Utilities Director authorized updates (October 18, 2013)
- * Updates made effective 30 days after authorization (November 17, 2013)

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

Reference Manual 6B: Standards and Specifications Manual

- * Chapter 2: Development Coordination
 - i. Overall Utility Plan Sheet Requirement
- * Chapter 3: General Requirements
 - i. Standard Detail Drawing GR-21
- * Chapter 4: Potable Water
 - i. New SCADA Standards
 - ii. Approved Materials Checklist
 - iii. Standard Detail Drawing WA-09-2 (Deleted)
- * Chapter 5: Wastewater
 - i. Revised Lift Station Design Standards
 - ii. New SCADA Standards
 - iii. Approved Materials Checklist

iv. Standard Detail Drawings WW-01-1, WW-05-1, WW-05-2, WW-06-2

* Chapter 6: Reclaimed Water

- i. New SCADA Standards
- ii. Approved Materials Checklist

RECOMMENDATION

Adopt Resolution approving the 2013 updates to Reference Manual 6B associated with 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 Ordinance Reference Manuals Update April 2013.pdf](#)

Attachment: [Utilities Ordinance Reference Manuals Update October 2013.pdf](#)

Attachment: [Utilities Ordinance Resolution.pdf](#)

Attachment: [Utilities Ordinance Resolution Approvals.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

Utilities CIP Manager:



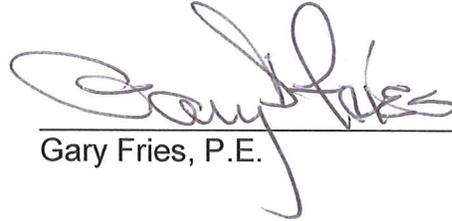
Mark Addison, P.E.

Customer Service/Finance Manager:



Charles Richards, CPA

Utilities Division Director:



Gary Fries, P.E.