

NO. 2009-220

A RESOLUTION APPROVING AMENDMENTS TO THE RECLAIMED WATER POLICIES AND REGULATIONS TO ALLOW FOR SEASONAL RECLAIMED WATER SERVICE SUBJECT TO CERTAIN CONDITIONS AND MAKING OTHER MODIFICATIONS NECESSARY TO UPDATE THE POLICIES AND REGULATIONS; AND PROVIDING AN EFFECTIVE DATE.


WHEREAS, City Council by resolution on March 19, 2009 approved Seasonal Reclaimed Water Service in order to allow Canterbury School to connect to the City's Reclaimed Water System subject to the Water Resources Department's authority to turn the reclaimed water supply on and off and provided that the customer pays the cost for such connection; and

WHEREAS, in order to implement City Council's directive, it is necessary to amend the existing Reclaimed Water Policies and Regulations;


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that amendments to the Reclaimed Water Policies and Regulations are hereby approved to allow for Seasonal Reclaimed Water Service subject to the Water Resources Department's authority to determine availability of the reclaimed water supply and provided that the customer pays the cost for such connection and making other modifications necessary to update the Policies and Regulations.

This Resolution shall become effective immediately upon its adoption.

Adopted at a regular session of the City Council held on the 16th day of April, 2009.

  
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Jeff Danner Chair-Councilmember  
Presiding Officer of the City Council

ATTEST:

  
\_\_\_\_\_  
Eva Andujar City Clerk



**CITY OF ST. PETERSBURG**

**RECLAIMED WATER  
POLICIES AND REGULATIONS**

**FIRST EDITION APPROVED NOVEMBER 5, 1981**

**SECOND EDITION ADOPTED MAY 5, 1983**

**THIRD EDITION ADOPTED JUNE 1995**

**FOURTH EDITION ADOPTED APRIL, 2009**

## **I. INTRODUCTION**

The City of St. Petersburg established an urban reuse system in 1977. This system provides reclaimed water meeting state requirements for public access use for irrigation and other non-potable water demands. The reclaimed water system is an integral part of the City's utility system and provides benefits to both the potable water and wastewater utilities. The potable system benefits by reducing the use of high quality potable water for non-potable uses. This results in a lower annual average and lower peak potable water demand. Further, the use of high quality potable water where a lower quality water is appropriate and available is contrary to the City's policies of water conservation. The wastewater utility benefit as the reclaimed water system provides for the disposal of more than half of the total wastewater flow in a manner encouraged and supported by state agencies and the general public. By maintaining an urban reuse program the City significantly reduces the volume of reclaimed water which must be "disposed of" by means that do not promote or encourage conservation of water resources in the City.

The City recognizes the need for further expansion of its reclaimed water system to facilitate the irrigation needs of the community over the next decade. It is the intent of the City to continue reclaiming wastewater in a manner that is environmentally sound and economically feasible. The City is committed to supporting the existing urban reuse system and its expansion under the conditions defined in Section II. The rates associated with reclaimed water service are provided in the St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153.

## **II. DEFINITIONS**

ADMINISTRATOR - shall mean the individual responsible for the Internal Services Administration of the City of St. Petersburg, Florida or his designee.

AIR GAP - shall mean a physical separation sufficient to prevent backflow or back-siphonage between the free flowing discharge end of the reclaimed water system and any other system, physically defined as a distance equal to twice the diameter of the supply side pipe diameter but not less than 1-inch.

APPLICATION - shall mean an Application For Reclaimed Water and Hold Harmless Agreement.

AUXILIARY WATER SUPPLY - any water supply other than reclaimed water produced at the City of St. Petersburg's four wastewater reclamation facilities.

BILLING - shall mean the charge made for reclaimed water service. The charge may be made a separate invoice or may be included on the monthly utility bill.

CAM LOCK RECLAIMED WATER HOSE - shall mean a color coded hose with an inside diameter of 3/4" with a special connection on one end and has been pressure tested to 150 psi.

CITY - shall mean the City of St. Petersburg, Florida.

CROSS-CONNECTION - shall mean any physical arrangement whereby a public water supply is connected, directly, or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage, reservoir, plumbing fixture, or other devices which contains or may contain contaminated or polluted water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of importing contamination pollution to the public water supply as a result of backflow or back-siphonage. By-pass arrangements, jumper connections, removable sections, swivel or changeable devices, and other temporary or permanent devices through which or because of which backflow or back-siphonage could occur are considered to be cross-connections.

CRITICAL WATER QUALITY AREAS - shall mean areas where groundwater quality is not suitable for irrigation and there is a high demand for irrigation water on the potable water system.

CUSTOMER - shall mean the applicant or user of the reclaimed water service.

DEPARTMENT - shall mean the Water Resources Department of the City of St. Petersburg.

DIRECTOR OF WATER RESOURCES - (also referred to as the DIRECTOR) shall mean the individual responsible for the technical and operational activities of the Water Resources Department of the City of St. Petersburg, Florida or his designee.

DISCONTINUATION OF SERVICE - shall mean discontinuation of those conduits used to supply reclaimed water to service lines from transmission lines.

DISTRIBUTION MAIN – shall mean those conduits used to supply reclaimed water from transmission mains to service lines.

DOUBLE CHECK - shall mean an assembly of two independently operating spring loaded check valves with tightly closing shut off valves on each side of the check valve assembly plus properly located test cocks for the testing of each check valve.

DUAL CHECK VALVE ASSEMBLIES - shall mean an assembly of two operating spring loaded check valves.

FDEP - shall mean the Florida Department of Environmental Protection.

HOSE CONNECTION - shall mean a device which can be connected to the service conduit providing reclaimed water by a special Quick Coupler Assembly provided by the City.

IRRIGATION SYSTEM - shall mean an underground network of inter-connecting pipe with permanently placed sprinkler devices installed intermittently along the pipe system.

LOCK BOX - shall mean service box or compartment containing a Hose Connection Assembly which shall be clearly labeled as being of non-potable quality.

MASTER CONTROL VALVE - shall mean the manually operated valve which controls total reclaimed water flow to the customer's property located at the point where the reclaimed service line crosses the property line.

MAYOR - shall mean the Mayor of the City of St. Petersburg, Florida or his designee.

METER - shall mean a City appurtenance used to accurately measure the flow of reclaimed water through the customer's service connection in gallons.

PUD - shall mean Planned Unit Development.

PVC - shall mean polyvinyl chloride pipe.

RATES - shall mean those charges which will be made in advance on a monthly, bi-monthly, or quarterly basis and are subject to change as approved by the City Council from time to time in relation to the costs of providing service.

RECLAIMED WATER - shall mean non-potable water provided through a separate distribution system meeting FDEP's requirements for public access use given in Chapter, 62-610, Part III of the Florida Administrative Code (FAC).

REDUCED PRESSURE PRINCIPLE BACKFLOW ASSEMBLY - shall mean any assembly consisting of two independently operating approved check valves with an automatically operating differential relief valve located between the check valves, tightly closed shut off valves on each side of the reduced pressure device plus properly located test cocks for testing of the test assembly and relief valve.

RESTRICTED USE POLICY AGREEMENT - shall mean the policies that govern both the approved reclaimed water applications and those uses that are not permitted.

SEASONAL RECLAIMED WATER SERVICE - shall mean reclaimed water service that is only available to a customer during those times when excess reclaimed water supplies are available in the reclaimed water system as determined by the Director and generally from July through February.

SERVICE LINE - shall mean that conduit for reclaimed water from the distribution main to the property line.

TRANSMISSION MAINS - also referred to as trunk mains shall mean those conduits used to supply reclaimed water from the pumping station or treatment plant to the distribution mains.

### **III. AUTHORITY**

- A. The City Council shall have the authority by resolution to establish reasonable policies and regulations concerning the use of reclaimed water. The City Council shall have the authority by ordinance, duly adopted after public hearing, to establish rates, fees and charges for the reclaimed water system and to provide terms and conditions for payment and collection of same.

### **IV. RECLAIMED WATER SERVICE**

#### **A. City Service**

Reclaimed water service shall be provided for properties located within the City of St. Petersburg which comply with the provisions for such service as set forth in this section subject to availability.

#### **B. Outside City Service**

Reclaimed water service may be provided to properties located outside of the City of St. Petersburg. Service inside the City will be the first priority as defined in Section V<sub>2</sub> of this document. Outside of the City, service will be extended on an actual cost basis plus a 25% surcharge. This surcharge may be waived when service is extended to another governmental unit.

All applicants for service outside of the City in areas not served by City potable water service shall be reviewed by the Administrator who shall make recommendations concerning such service. A recommendation to extend service will be made if an adequate supply of reclaimed water is and will be available to meet all the anticipated needs in the City. The Director shall review and approve, or reject, all service line sizes and all other necessary design components based on the City's design standards for reclaimed water systems. Final approval for service must be obtained from the City Council.

#### **C. Availability of Service**

The existence of a reclaimed water main adjacent to or near the premises of an applicant for the service does not necessarily mean that service is available to that location. The Director shall make a determination of reclaimed water availability based on total system demand, specific transmission/distribution capabilities within the subject project area, and the estimated cost of providing reclaimed water service to the subject project area. Seasonal Reclaimed Water Service may be provided to certain customers upon a determination of the Director that reclaimed water is available for limited periods of time, subject to the requirements of all federal, state and local regulations and these Policies and Regulations and subject to approval by the Director of the application for Seasonal Reclaimed Water Service. Priority for Seasonal Reclaimed Water Service shall be given

to those applicants within the City limits using large quantities of potable water for irrigation for areas located near existing reclaimed water transmission mains and whose ability to utilize shallow irrigation wells reliably is impaired due to water quality concerns .No service taps will be made to reclaimed water transmission mains larger than 16 inches in diameter unless specifically approved by the Director. Service in areas where only transmission mains exist will require installation of a distribution main, or approval on a case-by-case basis by the Director for a service tap.

Service installations for 20 inch and 24 inch transmission mains will have estimated costs provided to the customer. The customer shall pay the City the estimated installation costs prior to the installation. The customer shall also be responsible for any additional, actual costs of installation, not to exceed ten per cent (10%) of the estimated costs, incurred by the City for the installation. If the actual installation costs are less than the estimate provided, the City will reimburse the customer the difference.

**V. EXTENDING RECLAIMED WATER SERVICE**

**A. Priorities**

Extensions to the existing piping network shall proceed with these priorities with Number 1 representing the highest priority, Number 7 the lowest priority:

1. Small lots (less than 1/4 acre) users in critical water quality areas with the City.
2. Major volume users (golf courses, parks, schools, etc.) in existing areas critical water quality areas within the City.
3. Major volume users adjacent to the existing system (direct connections) within the City.
4. Major volume users elsewhere within the City.
5. Small lot users adjacent to the existing system within the City.
6. Users outside of the City limits served by the City's potable water system.
7. Users outside of the City limits not served by the City's potable water system.

**B. Petition for Distribution Main Extension**

To request reclaimed water service, a property owner(s) shall petition the Mayor on an appropriate form obtainable from the Reclaimed Water Section of the Water Resources Department. This initial petition shall represent an expression of interest by the property owners and not a binding commitment.

Upon receipt of a petition from property owners of 51% of the project area, the City shall:

1. Prepare a preliminary estimate of the cost to extend a pipeline to the area of the interested property owners.

The Mayor shall then prepare a customer cost packet consisting of:

- a. Formal petition cost estimate;
  - b. Voluntary Lien Agreement; and
  - c. Hold Harmless Agreement (application for reclaimed water service).
2. If the estimated cost is agreeable to the property owner, the property owner shall execute a Voluntary Lien Agreement and return to the Reclaimed Water Section. Upon the receipt of a valid Voluntary Lien Agreement and the Hold Harmless Agreement representing 51% of the project area, the following action shall be taken.
  3. The Mayor shall request the legal department to prepare an ordering resolution for action by the City Council.
  4. Upon passage of the ordering resolution, the Mayor shall request the Department to design a reclaimed water system for the approved project area.
  5. After the bids are taken, the Mayor shall advise the property owners of all anticipated increases in the cost of extending the pipeline.
  6. Should the cost to extend the reclaimed water line exceed 10% of the projected estimated cost, the property owner shall have the right to re-negotiate the Voluntary Lien Agreement prior to the construction of the project.
  7. Should the City not be able to re-negotiate the revised cost to construct the approved project with the property owners of record, the project will then be tabled for a period of one year before the cost estimate expires.
  8. The Mayor shall then ask the council to approve the bids and authorize the approval of the project.

After the pipeline has been built and the contractor paid, the Mayor shall calculate the cost and send individual bills to the property owners as enumerated to in the Voluntary Lien Agreement. The bill shall be paid in accordance with the St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153.



The assessment for each property owner for extending the pipeline shall be calculated on the basis of capital cost to construct, less any State or Federal aid received. Refer to the St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153 for details on calculating the charges. Customers not receiving reclaimed water in areas where a reclaimed water distribution system is in place may connect to the system at any time under the provisions of Part IV and Part VI of these Policies and Regulations. The cost will be in accordance with the St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153.

No payment of any costs, submittal of any petition, or any other act to receive reclaimed water service shall guarantee reclaimed water service. The City shall have the right, at all times, to refuse to extend service on the basis that such use is detrimental to the system as determined by the Director, inadequate supply of reclaimed water, or lack of payment of required fees.

C. Petition for Seasonal Reclaimed Water Service

To request Seasonal Reclaimed Water Service, a property owner(s) must be a major volume user in an existing critical water quality area inside the City limits served by the City's potable water system. The applicant shall petition the Mayor or his or her designee on an appropriate form obtainable from the Reclaimed Water Section of the Water Resources Department. The property owner(s) shall follow the same procedure as required for standard reclaimed water service; however, availability of service shall be subject to a determination by the Director in accordance with the provisions of Section IV. C. of these Policies and Regulations. In addition, the property owner(s) shall have a stand alone irrigation system meeting all applicable state and local requirements, including, but not limited to, requirements set forth in the St. Petersburg City Code. If the irrigation system is designed to utilize water from another source, the system must be capable of physical disconnection at all times when the alternate source of water is being used.

D. Change in Customer Status

In the event the City determines that the Reclaimed Water System is capable of serving additional customers year round, existing Seasonal Reclaimed Water Service customers will be given priority consideration to become standard Reclaimed Water Service customers in the order in which those customers became Seasonal Reclaimed Water Service customers.

**VI. APPLICATION FOR RECLAIMED WATER SERVICE**

A. Application for Connection to Adjoining Reclaimed Water Distribution Main

Reclaimed water service shall be applied for in the Reclaimed Water Office by completing and signing the Application (Attachment A). It is the City's intent to identify all non-potable water demands within a property requesting reclaimed water service and

investigate the feasibility of using reclaimed water in-place of the existing sources where appropriate.

Applications for commercial reclaimed water service shall be accompanied by a letter of intent describing the nonpotable uses requested by the applicant, site plan and/or construction plans showing the proposed service and/or main diameter and location. Single family sites shall complete the application providing service size and location. The service location shall be at least three feet from any potable water meter.

The City will attempt to the best of its ability to deliver an adequate supply of reclaimed water of good quality at all times. However, no guarantees can be provided due to circumstances beyond the City's control. Therefore, the customer will be required to complete an Application for Reclaimed Water Restricted Use Permit as part of the request for reclaimed water service prior to the connection. The Mayor shall have the authority to establish schedules which restrict the use of reclaimed water at certain times, including but not limited to, periods of shortages in reclaimed water availability in order to reduce peak demands on the system.

B. Location

Application for construction of all reclaimed water services within the County or State maintained right-of-ways shall include a dimensional plan showing the location of the requested service line relative to the nearest street intersection, etc., as required by the State Department of Transportation and/or the Pinellas County Commission.

C. Service Application Prerequisite - Customer Responsibility

The City shall tentatively approve a customer's Hold Harmless Agreement for reclaimed water service prior to the installation of a suitable irrigation system and/or hose connection.

1. The irrigation system shall be provided by the customer.
2. The hose connections and appurtenances shall be provided by the City and consist of a hose connection assembly, Cam Lock color coded 3/4" rubber hose and a Lock Box labeled and color coded.
3. The customer may purchase and install up to two hose connection assemblies and appurtenances for below grade installation on each property where reclaimed water service has been approved.
4. The customer shall be responsible for scheduling an inspection of the Hose Connection Assembly upon completion of the unit/s installation.
5. The customer shall not tamper with or modify or connect any unauthorized hose, fitting or fixtures to the Hose Connection Assembly.

6. The customer shall sign a Restricted Use Policy Agreement with the City prior to purchase of the Hose Connection Assembly and appurtenances.
7. Customer shall install a private valve at the point of connection.
8. The customer shall restrict the use of the Hose Connection Assembly to irrigation of turf grass, shrubbery, ornamental plants, trees, bedding materials, potted plants, and controlled containment areas such as greenhouse used for the purpose of cultivating ornamental plant vegetation and ornamental plant germination beds.
9. The customer shall not allow the reclaimed water to enter the dwelling unit/s for toilet flushing or other household uses.
10. The customer shall be responsible for disconnecting and storing when not in use, the Cam Lock Hose and securing the Lock Box to ensure no entry.
11. The customer shall not allow the reclaimed water to be used for: consumption human or animal, interconnecting with another water source, sprinkling of edible crops (gardens) body contact recreation, use through hose bibbs, faucets, quick couplers, etc., filling of swimming pools, sharing a common reclaimed service or connection between properties, augmenting lake or pond levels, filling of decorative pools or fountains, supplying air cooling systems (a/c units), or washing of equipment such as cars, boats, driveways, roofs, structures, etc.

D. Additional Responsibilities for Seasonal Reclaimed Water Customers

1. Customer cannot connect to the reclaimed water system until final inspection by the City has been completed.
2. Customer shall pay the City the estimated costs for line extension and meter installation for any size service prior to construction. Customer shall also be responsible for any additional, actual costs of installation, not to exceed ten per cent (10%) of the estimated costs, incurred by the City for the required extension and installation. If actual costs are less than the estimate provided, the City will reimburse the difference to the customer.
3. Customer shall acknowledge that seasonal reclaimed water service will be activated only when reclaimed water has been determined by the Director to be available.
4. Customer shall physically disconnect the reclaimed water supply immediately upon notification by the Director that reclaimed water is no longer available to the seasonal customer.

5. Customer shall authorize the City to inspect customer's premises to ensure reclaimed water service is physically disconnected from the reclaimed water supply, if an alternative water source is available to customer.
6. Customer shall be billed and shall agree to pay a fee as established in the St. Petersburg City Code to reimburse the City for the additional inspection costs each time a service disconnection is required associated with Seasonal Reclaimed Water Service. In addition, the customer shall acknowledge and agree to pay service charges for reclaimed water service as established by the St. Petersburg City Council, which charges may be different from those charged to other reclaimed water customers.

E. Information

Applicants accepted for reclaimed water service shall receive a brochure summarizing the appropriate uses of reclaimed water as well as those uses that are prohibited and shall agree to abide by the City's Reclaimed Water Policies and Regulations as a condition of reclaimed water service.

F. Permit

All applicants requesting a hose connection assembly shall be required to obtain a reclaimed water permit prior to the purchase of the assembly.

**VII. WATER USE REQUIREMENT**

A. Appropriate Uses of Reclaimed Water.

Reclaimed water is well suited to many water uses not requiring drinking water quality. The most common use of reclaimed water is for urban irrigation. Other uses where non-potable quality is acceptable will be considered by the Director.

B. Maintenance by the Customer

The property owner and/or customer shall be responsible for the maintenance of all facilities associated with the use of reclaimed water, including irrigation lines, hose connection assemblies, cam lock hose, lock box and appurtenances on the private property served by the City. The customer shall install a master control valve to isolate the customers reuse system. The Director may require additional valves to assist in cross-connection control inspections of complex systems. The City reserves the right to disconnect the service to any property that does not maintain their system. The system pressure is expected, but not guaranteed, to vary between 55 psi and 87 psi. Should the customer require reclaimed water at different pressures, or different quality, or in any way different from that normally supplied by the City, the customer shall be responsible

for the necessary devices to make these adjustments and for obtaining approval by the Director for such devices. New irrigation systems shall be designed, or existing systems shall be adjusted and/or modified, to reduce overspray and runoff and minimize misting.

C. Cross-Connection Control

At all properties where reclaimed water service is provided, the public potable water supply shall be protected by an approved backflow prevention device or an air gap of not less than two times the diameter of the supply pipe or no less than 1-inch. The purpose of these devices is to prevent contamination of the City's potable water system. All devices and materials installed for cross-connection control must be approved by the Director. In all premises where there is reclaimed water or other auxiliary water supplies, there shall be no physical connection unless expressly authorized in accordance with the City's Cross-Connection Control Program, the St. Petersburg City Code, Chapter 27, Section 27-66 through 27-80. Where such a cross-connection is found, it shall be disconnected. Before reconnection of that service, the public potable water system shall be protected against the possibility of future cross-connections, and additional devices may be required as specified by the Director and installed at the customer's expense. For properties where access is restricted, or for properties with a history of cross-connection control problems, the Director may require the installation of an approved reduced pressure principle backflow device at the customer's expense.

D. Inspections

To determine the presence of any potential hazards to the public potable water system, the Pinellas County Health Department and/or the City shall have the right to enter upon the premises of any customer. Each customer of reclaimed water service shall, by application, give prior written consent to such entry upon the private property.

E. Inspection Procedures

The City has established an inspection program. Where reclaimed water is readily available for service or a ready-to-serve condition exists, the City shall perform an effective onsite inspection of each property as provided for in the individual user agreements to minimize the potential for illegal connection or unauthorized use of reclaimed water.

The purpose of onsite inspection of irrigation systems that deliver reclaimed water to areas that are intended to be accessible to the public such as: residential lawns, golf courses, cemeteries, parks, schools, landscaped areas and highway medians, public access areas that may include private property that is not open to the public at large but is intended for frequent use by many persons is to ensure no tampering or unauthorized modification or use of the irrigation delivery system has occurred.

The City shall reserve the right of intermittent inspection of customer sites without prior notification.

Upon completion of inspection, the inspector shall prepare an onsite inspection report as to the findings. A copy of this report shall be left at the premises for customers review.

In the event an unauthorized condition is found to exist, service shall be discontinued until such time as the infraction has been corrected.

Prior to reactivating a service which has been discontinued due to infraction of the City code, the occupant and or property owner or their designee will notify the Reclaimed Water Office to schedule a reinspection of the site and facilities.

Should conduits transporting reclaimed water be found entering a structure, the inspector shall have the authority under the provisions of Section VII, paragraph D of these Policies and Regulations to enter the structure to evaluate the extent of use of the reclaimed water within the facility. Failure to permit entry shall constitute immediate discontinuance of service as provided for under the Florida Administrative Code (F.A.C.) 62-610, St. Petersburg City Code, Chapter 27, Section 27-146 through Section 27-153.

Discontinuance of service shall not preclude the City from taking any civil remedies or prosecution that may be appropriate due to the violation of the Policies and Regulations of the reclaimed water system.

F. PUD'S (Planned Unit Development)

Where reclaimed water facilities are installed as part of the construction of a PUD, onsite potable and reclaimed water facilities shall conform to the City's identification requirements. One set of plans and specifications as signed and sealed by a Registered Engineer for the potable and reclaimed water distribution system shall be submitted to the City for review for compliance with federal, state and local regulations and policies. Authorized City personnel shall be given access to the site prior to, during, and post construction for the purpose of verifying compliance with Part III Chapter 62-610, of the Florida Administrative Code. Failure to grant access to City personnel shall be cause for discontinuing reclaimed water service.

G. Restrictions on Potable and Auxiliary Water

Where reclaimed water distribution lines have been installed and the Director has determined reclaimed water is available, the installation of a second potable meter for the purpose of irrigating with potable water shall be prohibited.

H. Transfer of Reclaimed Water

It shall be unlawful for any person, entity, or customer to sell, barter, trade or otherwise transfer reclaimed water to any other person or entity without written authorization from the Director.

I. Billing

Rates and fees associated with the reclaimed water system are established in the St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153.

**VIII. DISCONTINUING AND REINSTATING SERVICE**

A. Discontinuing Service - By City

The City may discontinue reclaimed water service to any customer due to any infraction or violation of Federal, State or local law, F.A.C. 62-610, the St. Petersburg City Code, of these Policies and Regulations, or for any reason that may be determined by the City to be detrimental to the system. The City has the right to cease service until the condition is corrected and all costs due the City are paid. These costs may include delinquent billings, connection charges, and payment for any damage caused to the system. Should a discontinued service be turned on without authorization, then the Department shall remove the service and make an additional charge as established by the current St. Petersburg City Code, Chapter 27, Section 27-101 through Section 27-153.

B. Discontinuing Service - By Customer

A request to discontinue service must be received by the Department at least two days prior to discontinuation. Billing procedures for discontinuing service by the customer are given in the Code.

C. Existing Service Reinstated

Existing services may be reinstated by a customer's application for reinstatement. The payment of any appropriate fees or other charges as contained within the Code.

D. Service Interruption

The City reserves the right to temporarily interrupt service to any portion of, or the entire, reclaimed water system, as deemed necessary by the Director.

E. Appeal Process

The appeals procedure provides an orderly method by which a customer's dispute over the reclaimed water service discontinuance due to City code violation is fairly and impartially reviewed.

**Procedure:**

1. If a customer disputes the discontinuance of the reclaimed water service, his first contact is usually with the Reclaimed Water Office. Most questions and complaints are answered at this level.
2. If the customer is dissatisfied with the answers received, he/she is referred to the Reclaimed Water Coordinator who will review the documentation specific to the site and respond accordingly.
3. If the customer wishes to appeal the decisions of the Reclaimed Water Coordinator, he/she shall submit in writing to the Mayor's office, a request to appear before the Utility Billing Review Committee (UBRC) as outlined in Chapter 27, Section 27-147, paragraph 6, of the St. Petersburg City Code. The letter should outline the issue in dispute.

If the issue solely involves a delinquency of amount owed the City, the UBRC will hold, prior to discontinuance of service, a pre-discontinuance hearing.

Where the reason for discontinuance of service is due to a violation of the Policies and Regulations governing the reclaimed water system, or where the violation endangers the public health or safety of the public or the customer, the reclaimed water service shall be subject to immediate discontinuance without prior written notice in accordance with Chapter 27, Section 27-146 through Section 27-153 of the St. Petersburg City Codes.

**Policy:**

The UBRC shall permit a customer to present evidence on his/her behalf relevant to the action taken by the Water Resources Department Reclaimed Water Section in response to a violation of the Policies and Regulations governing the reclaimed water system or concerning nonpayment of service charges.

**Procedure:**

The UBRC consists of City employees appointed by the Mayor with relevant expertise.

The customer requesting the appeal must submit a written request addressed to the Mayor's office. The Mayor shall refer the customer's request to the Administrative Service Officer of Utility Accounts Division. The customer shall be notified in writing of the date, time and place of the hearing. The hearing shall be conducted informally and all testimony shall be heard in accordance with Section 27-148, paragraph B, of the St. Petersburg City Code. The Utility Accounts Division shall ensure that the committee is provided with all necessary documentation relevant to the case. A member from the concerned department will be made available to answer any questions the committee might have.



Any customer who is found to be in violation of any City ordinance, codes, regulations or policy governing the reclaimed water systems shall be subject to immediate discontinuance of reclaimed water service. Discontinuance may be imposed for a period of up to or in excess of one year, and in certain instances where a violation has occurred such as to constitute a major threat to the integrity of the reclaimed water systems or to the health and safety of the public or the customer, such discontinuance may be permanent. Any person requesting a reconsideration of a decision to terminate the reclaimed water service shall make such request in writing to the Mayor's office for a hearing before the Mayor or designee.

The hearing procedures shall be promulgated so as to afford the customer the opportunity to be heard, to present evidence, to call, question and cross-examine witnesses. After hearing all testimony the committee will weigh all testimony presented and render a decision by majority vote of the committee members. The decision is then prepared in written form to be signed by the committee chairman and forwarded to the Mayor who will either approve or disapprove the recommendation.

The Mayor shall return this recommendation to the Utility Accounts Division indicating his approval or disapproval.

Customers who have appealed will then be notified in writing of the Mayor's decision. A decision considering the termination of reclaimed water service shall not preclude the City from proceeding with any civil remedies in process or prosecution that may be appropriate due to violation of the policies and regulations governing the reclaimed water system.

**IX. RECLAIMED WATER FACILITIES**

**A. Public Easement Requirement**

No reclaimed water facilities that are to be dedicated for City ownership will be installed under the provisions outlined herein and accepted by the City for maintenance unless it is in a dedicated public right-of-way or dedicated public easement. All new easements shall have a minimum width of twenty-five (25) feet. No obstruction of whatever kind shall be planted, built or otherwise created within the limits of the easement or right-of-way without prior written permission of the Mayor.

**B. Ownership**

All reclaimed water facilities and appurtenances when constructed or accepted by the City shall become and remain the property of the City. Where reclaimed water mains are dedicated to the City, the customer shall submit such documents as are typically required for the dedication of public facilities. No person shall by payment of any charges, or by causing any construction of facilities accepted by the City, acquire any interest or right in any of these facilities, or any portion of these facilities, other than the privilege of having

their property connected for reclaimed water services in accordance with this document and any amendments.

C. Identification

All pipes and above ground cross-connection control devices accepted into existing systems shall be adequately identified by appropriate system color. The color may be characteristic of the pipe material, added after manufacture of the pipe by a coloring agent, or permanently attached by means of an adhesive-backed tape. There shall be a minimum of three colored stripes per length of pipe (located at 10 o'clock, 12 o'clock and 2 o'clock when the pipe is installed) each a minimum of two inches wide. The identifying colors shall be:

Potable	Blue
Reclaimed water	In accordance with applicable federal, state and local color code requirements.

D. Minimum Sized Reclaimed Water Mains

The minimum size of mains installed in the City shall be four inches in diameter, with the following exceptions:

(a) Two-Inch Mains

Mains two inches in diameter will only be allowed by approval of the Director, and in no case will be allowed for any extension serving more than ten domestic customers on a cul-de-sac or twenty domestic customers on a line that is looped. Two-inch mains shall be connected at each end to a main four inches or larger in diameter. A two-inch main shall be looped to a main four inches or larger in diameter in a cul-de-sac.

(b) Service Lines

Service line pipe size shall be required by the type or size of the property served, but shall in no case be less than three-fourths (3/4) inch in diameter.

E. Extension Approvals

Reclaimed Water Extensions for improvements shall be accepted by the City upon the appropriate approval of the Director of Public Utilities. Applications for construction of reclaimed water extensions shall be submitted to the Reclaimed Water Office prior to construction.

F. Fire Protection

Hydrants shall be installed on mains constructed within the City at such locations as deemed appropriate by the Director for purposes of flushing the reclaimed water system to maintain water quality and may be used as an auxiliary source of water for fire protection. The pressure and/or volume of reclaimed water through a reclaimed water hydrant is not guaranteed.

G. Extent of City Maintenance

All facilities that have been accepted by the City shall become the property of the City and will be operated and maintained by the City. No person shall do any work nor be reimbursed for any work, or in connection with any work on the system, unless written authorization from the City is received prior to the work being accomplished.

The City shall make a reasonable effort to inspect and keep its facilities in good repair, but assumes no liability for any damage caused by the system that is beyond the control of normal maintenance or due to situations not previously reported to the Department. This shall include damage due to breaking of pipes and poor quality of water caused by unauthorized or illegal entry of foreign material into the system.

H. Common Service Lines

The Director may approve one service line to connect two or more customers when sufficient capacity is available. In these cases property owners shall each pay the full connection charge. Common service lines will be sized to provide adequate service to each customer serviced.

I. Separation

Horizontal and vertical separation requirements between reclaimed water transmission/distribution piping from potable water mains and sewage force mains shall be in accordance with all applicable federal, state and local regulations and policies.

J. Sources of Non-potable Water

The primary source of Non-potable water will be derived from the City's four water reclamation facilities. However, the City reserves the right to supplement the non-potable system with other sources of water meeting current FDER P requirements as a means of eliminating or mitigating shortfalls in reclaimed water.

**X. LOCK BOX AND HOSE CONNECTION MATERIAL SPECIFICATIONS**

<u>MATERIAL DESCRIPTION</u>	<u>FITTING MATERIAL</u>	<u>OTHER</u>
Lockable Meter Box	Plastic	Labeled/color coded Pantone 522C with key
Hose 150 PSI Rating	Rubber	Color Coded Pantone 522C
Male Hose Nipple 3/4"	Brass	
Center Punch Clamps 1 1/4"	Stainless x 2	
NY Glass cam/groove 3/4" coupling	Galvanized	Part E #075
NY Glass cam/groove 3/4" coupling	Galvanized	Part B #075
Valve full port 3/4' single handle FPT/FPT	Brass	
Nipple 3/4" x 2"	Galvanized	
Nipple 3/4" x 3"	Galvanized	
Tee 3/4" FPT	Galvanized	
Plug 3/4"	Galvanized	
90 degree 3/4" FPT	Galvanized	
Slip/FPT	PVC Schedule 40	