



Town of Century, Florida

Council Meeting Agenda

April 15, 2025 at 6:15 PM

7995 N. Century Blvd. Century, Florida 32535

(850)256-3208 | www.TownOfCenturyFlorida.com

1. Call Meeting to Order

2. Roll Call

3. Prayer and Pledge of Allegiance

4. Public Forum #1

5. Consent Agenda

A. Approval of Bill List

6. Action Items

A. Special Called Meeting Friday May 9th

B. ECATS needing a nomination for someone to be on the board-By Ms Washnock

C. Ordinance No. 04-2025-Procurement Ordinance (Final Reading)

D. Ordinance No. 05-2025-Floodplain Management (Final Reading)

E. LOST Funds Transfer for Funding Number: CW-170330, Project

Description: Improvements to the WWTP by installing a second tertiary filter.

F. Adoption of Boil Water Notification (BWN) Standard Operating Procedure

G. Discussion of Proposed Employee Policies and Procedures Manual for Council

Review and Ratification Recommended by Council Member Shelisa McCall

7. Mayor's Report

8. Council Comments

9. Staff Comments/ Report

10. Public Forum #2

11. Adjourn

§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance.

§ If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771.

§ If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance.

§ If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that purpose, he may need to ensure that a “verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal to be based.” Minutes of the Town Council meetings can be obtained from the Town Clerk’s office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded but are not transcribed verbatim.

Town of Century
April 15, 2025
Bill List

Section 5, Item A.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Garbage Fund						
403-34-4-33004	Contract Residential Fee	Garbage Fund	City of Brewton	\$840.00	25-0004358	March		\$61,032.72	\$125,000.00
403-34-4-33004	Contract Residential Fee	Garbage Fund	Republic Services	\$9,546.03	0808-000930307	March		\$61,032.72	\$125,000.00
			Total	\$10,386.03					
			Gas Fund						
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$78.50	3/25/2025	March		\$3,228.55	\$12,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$68.38	3/26/2025	March		\$3,228.55	\$12,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$57.01	3/27/2025	March		\$3,228.55	\$12,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$62.33	3/31/2025	March		\$3,228.55	\$12,000.00
			Total	\$266.22					
			General Fund						
100-12-8-10002	Consulting Services	General Fund	Emerald Coast Regional Council	\$2,188.00	6/5/1923	March		\$17,834.00	\$50,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services	\$356.00	21041	April		\$22,733.78	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice)	\$1,075.00	20998	April		\$22,733.78	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice)	\$1,018.00	20999	April		\$22,733.78	\$22,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$68.75	3/27/2025	March		\$3,762.72	\$15,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$85.50	3/31/2025	March		\$3,762.72	\$15,000.00
100-72-5-20002	Fuel Expense Park	General Fund	Southern Pit Stop (fuel)	\$85.47	3/31/2025	March		\$3,018.44	\$8,000.00
			Total	\$4,876.72					
			Water Fund						
402-36-4-10003	Water Purchase Account	Water Fund	Central Water Works	\$10,726.40	3/01/25-3/31/2025	March		\$73,462.72	\$90,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Ferguson Waterworks	\$419.00	1583154	April		\$37,499.62	\$40,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Ferguson Waterworks	\$727.00	1583155	April		\$37,499.62	\$40,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Ferguson Waterworks	\$3,470.77	1583157	April		\$37,499.62	\$40,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Hawkins, Inc.	\$2,777.71	7027156	April		\$37,499.62	\$40,000.00
402-36-4-59500	Sludge Dewatering	Water Fund	Hawkins, Inc.	\$10,450.00	7028998	April		\$28,450.00	\$20,000.00
402-36-5-40001	Rental Fee	Water Fund	Hydra Service (rental pump)	\$2,350.00	186976	March		\$14,100.00	

Town of Century
April 15, 2025
Bill List

Section 5, Item A.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
402-36-4-59000	Lift Stations/Pump Maintenance	Water Fund	Hydra Service (pump)	\$8,855.00	187274	April		\$24,947.06	\$125,000.00
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Southern Pit Stop (fuel)	\$84.01	3/27/2025	March		\$6,192.95	\$16,000.00
			Total	\$39,859.89					
			Grand Total	\$55,388.86					

Account Number	Account Name	Amount
	Garbage Fund	
403-34-4-33004	Contract Residential Fee	\$10,386.03
	Total	\$10,386.03
	Gas Fund	
401-32-5-20000	Fuel Expense Gas	\$266.22
	Total	\$266.22
	General Fund	
100-12-8-10002	Consulting Services	\$2,188.00
100-12-4-61000	Office Equipment Maintenance	\$2,449.00
100-41-5-20001	Fuel Expense Street	\$154.25
100-72-5-20002	Fuel Expense Park	\$85.47
	Total	\$4,876.72
	Water Fund	
402-36-4-10003	Water Purchase Account	\$10,726.40
402-36-4-68001	Field Supplies Water	\$7,394.48
402-36-4-59000	Lift Stations/Pump Maintenance	\$8,855.00
402-36-4-59500	Sludge Dewatering	\$10,450.00
402-36-5-40001	Rental Fee	\$2,350.00
402-36-5-20000	Fuel Expense Water/Sewer	\$84.01
	Total	\$39,859.89
	Grand Total	\$55,388.86

Payee	Amount
Central Water Works	\$10,726.40
City of Brewton	\$840.00
Emerald Coast Regional Council	\$2,188.00
Ferguson Waterworks	\$4,616.77
Hawkins, Inc.	\$13,227.71
Hydra Service	\$11,205.00
Republic Services	\$9,546.03
Southern Computer Services	\$2,449.00
Southern Pit Stop	\$589.95
Grand Total	\$55,388.86

Invoice

CITY OF BREWTON
P. O. BOX 368
BREWTON AL 36427-0368

Date	Invoice #
04/03/2025	25-0004358

Bill To
TOWN OF CENTURY P O BOX 790

L3268

Due Date:
04/30/2025

Description	Qty	Rate	Amount
LANDFILL-MARCH 2025	120	7.00	840.00

Make all checks payable to the City of Brewton
P O Box 368 Brewton, AL 36427 PH:251-809-1770 FAX:251-809-1775
vmckinney@cityofbrewton.org

Total 840.00

Thank you for your business!



3720 Varner Drive
Mobile AL 36693-564545

Customer Service (800) 867-8921
RepublicServices.com/Support

Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Account Number 3-0808-9983007
Invoice Number Section 5, ItemA.
Invoice Date
Past Due on 03/25/25 \$9,546.03
Payments/Adjustments \$0.00
Current Invoice Charges \$9,546.03

Total Amount Due \$19,092.06	Payment Due Date Past Due
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CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Contract: 9983007 Town Of Century (C1)				
Residential Service 03/01-03/31		533.0000	\$17.91	\$9,546.03
CURRENT INVOICE CHARGES, Due by April 14, 2025				\$9,546.03

RECEIVED
APR 07 2025

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



Past Due	30 Days \$9,546.03	60 Days \$0.00	90+ Days \$0.00
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3720 Varner Drive
Mobile AL 36693-564545

Please Return This
Portion With Payment

Total Enclosed

Return Service Requested

Total Amount Due \$19,092.06
Payment Due Date Past Due
Account Number 3-0808-9983007
Invoice Number 0808-000930307

For Billing Address Changes,
Check Box and Complete Reverse.

Make Checks Payable To:



00013040
K292
TOWN OF CENTURY MSW/YW
KRISTINA WOOD
7995 N CENTURY BLVD
CENTURY FL 32535-1621



REPUBLIC SERVICES #808
FOR BFI WASTE SERVICES, LLC
PO BOX 677156
DALLAS TX 75267-7156

30808998300700000009303070009546030019092066

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/27/2025 9:47:54 AM
Register: 1 Trans #: 5027 Op ID: 1
Your cashier: DANNY

03/26/2025 3:30:52 PM
Register: 1 Trans #: 4760 Op ID: 1
Your cashier: DANNY

REGULAR CA	PUMP# 4		
19.941 GAL @ \$2.859/GAL		\$57.01	99
		<hr/>	
	Subtotal =	\$57.01	
	Tax =	\$0.00	
		<hr/>	
	Total =	\$57.01	
	Change Due =	\$0.00	
Cash		\$57.01	

REGULAR CA	PUMP# 2		
23.918 GAL @ \$2.859/GAL		\$68.38	99
		<hr/>	
	Subtotal =	\$68.38	
	Tax =	\$0.00	
		<hr/>	
	Total =	\$68.38	
	Change Due =	\$0.00	
Cash		\$68.38	

#3



Footer

Footer

August

Gary

#3

Section 5, Item A.

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/31/2025 10:23:26 AM
Register: 1 Trans #: 6639 Op ID: 1
Your cashier: DANNY

03/25/2025 3:00:57 PM
Register: 1 Trans #: 4387 Op ID: 1
Your cashier: DANNY

REGULAR CA	PUMP# 4		
21.802 GAL @ \$2.859/GAL		\$62.33	99
Subtotal =		\$62.33	
Tax =		\$0.00	
Total =		\$62.33	
Change Due =		\$0.00	
Cash		\$62.33	

REGULAR CA	PUMP# 2		
27.456 GAL @ \$2.859/GAL		\$78.50	99
Subtotal =		\$78.50	
Tax =		\$0.00	
Total =		\$78.50	
Change Due =		\$0.00	
Cash		\$78.50	

Footer

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Emerald Coast Regional Council

418 E Gregory Street
 Suite 100
 Pensacola, FL 32502
 U.S.A.



INVOICE

Invoice Number: 8557
 Invoice Date: 4/8/25

Voice 850-332-7976
 Fax 850-637-1923

Bill To:
 KRISTINA WOOD
 TOWN OF CENTURY
 7995 N CENTURY BLVD.
 CENTURY, FLORIDA 32535

Ship To:
 EMERALD COAST REGIONAL COUNCIL
 P.O. BOX 11399
 PENSACOLA, FLORIDA 32524-1399

Customer ID	Customer PO	Payment Terms	
C-TA-8-074			
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		

Description	Amount
TOWN OF CENTURY PLANNING SERVICES MARCH 1, 2025 - MARCH 31, 2025	
STAFF PLANNING, ADMINISTRATIVE, AND MANAGEMENT SERVICES	
ERIC CHRISTIANSON 12 HRS @ \$80	\$960.00
ROSHITA TAYLOR 14.50 HRS @ \$64	\$928.00
JESSICA WALTON 0 HR @ \$80	
ADA CLARK 3 HR @ \$100	\$300.00

K. Davis Schwartz
 Signature of Approval

Ada Clark
 Signature of Approval

Subtotal	\$2,188.00
Sales Tax	
Total Invoice Amount	\$2,188.00
*Payment/Credit Applied - Per contract	
Total	\$2,188.00

EMERALD COAST REGIONAL COUNCIL
Expanded General Ledger - CC TPO JOB DETAIL UNPOSTED FAB - Unposted Transactions Included In Report
From 3/1/2025 Through 3/31/2025

C-TA-8-074 - L - TOWN OF CENTURY PLANNING SVCs MAR 1, 2025 - MAR 31, 2025

PERSONNEL COST	01	619310	ECHRISTIANSON SAL TFR PPE 031425 PD 032625 HRS 9.00	3/14/2025	ST21074
PERSONNEL COST	01	619310	ACLARK SAL TFR PPE 031425 PD 032625 HRS 2.00	3/14/2025	ST21075
PERSONNEL COST	01	619310	RTAYLOR SAL TFR PPE 031425 PD 032625 HRS 24.00	3/14/2025	ST21091
PERSONNEL COST	01	619310	ECHRISTIANSON SAL TFR PPE 032825 PD 040925 HRS 3.00	3/28/2025	ST21099
PERSONNEL COST	01	619310	ACLARK SAL TFR PPE 032825 PD 040925 HRS 1.00	3/28/2025	ST21100
PERSONNEL COST	01	619310	RTAYLOR SAL TFR PPE 032825 PD 040925 HRS 21.50	3/28/2025	ST21116

INDIRECT COST	12	619301	ECHRISTIANSON SAL TFR PPE 031425 PD 032625 HRS 9.00	3/14/2025	ST21074
INDIRECT COST	12	619301	ACLARK SAL TFR PPE 031425 PD 032625 HRS 2.00	3/14/2025	ST21075
INDIRECT COST	12	619301	RTAYLOR SAL TFR PPE 031425 PD 032625 HRS 24.00	3/14/2025	ST21091
INDIRECT COST	12	619301	ECHRISTIANSON SAL TFR PPE 032825 PD 040925 HRS 3.00	3/28/2025	ST21099
INDIRECT COST	12	619301	ACLARK SAL TFR PPE 032825 PD 040925 HRS 1.00	3/28/2025	ST21100
INDIRECT COST	12	619301	RTAYLOR SAL TFR PPE 032825 PD 040925 HRS 21.50	3/28/2025	ST21116

Printed: 4/4/2025 3:38:37 PM
Store: 1
Workstation: 7

Sales Receipt #21041

4/4/2025
Cashier:
Page 1

Southern Computer Services

504 E. Nashville Ave
Atmore, AL 36502
251-446-3136

Bill To:

TOWN OF CENTURY
7995 NORTH CENTURY BLVD
CENTURY, FL 32535

Item Name	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
Jonathan Remote Tech Support			\$89.00			4	\$89.00	\$356.00	N
							Subtotal:	\$356.00	
							Exempt	0 % Tax:	+ \$0.00
							RECEIPT TOTAL:	\$356.00	

Account: \$356.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$2,370.95
Account Balance: \$2,726.95

4/1/2025

Carrie requested multiple people be moved to other computers. Moved two of the three.

4/2/2025

Printer troubleshooting on another machine. Felisha move.

Thank You For Your Business



21041

Printed: 3/31/2025 1:27:51 PM
Store: 1
Workstation: 7

Sales Receipt #20999
3/31/2025
Cashier:
Page 1

Southern Computer Services
504 E. Nashville Ave
Atmore, AL 36502
251-446-3136

Bill To:
TOWN OF CENTURY
7995 NORTH CENTURY BLVD
CENTURY, FL 32535

Item Name	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
Microsoft 365 Exchange			\$12.00			31	\$12.00	\$372.00	N
Microsoft 365 Basic			\$17.00			13	\$17.00	\$221.00	N
Microsoft 365 Standard			\$25.00			17	\$25.00	\$425.00	N
							Subtotal:	\$1,018.00	
							Exempt	0 % Tax:	+ \$0.00
							RECEIPT TOTAL:	\$1,018.00	

Account: \$1,018.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$1,352.95
Account Balance: \$2,370.95

Thank You For Your Business



20999

Printed: 3/31/2025 1:26:27 PM
Store: 1
Workstation: 7

Sales Receipt #20998

3/31/2025
Cashier:
Page 1

Southern Computer Services

504 E. Nashville Ave
Atmore, AL 36502
251-446-3136

Bill To:

TOWN OF CENTURY
7995 NORTH CENTURY BLVD
CENTURY, FL 32535

Item Name	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
SLA Monthly APRIL 2025			\$1,075.00			1	\$1,075.00	\$1,075.00	N

Subtotal: \$1,075.00
 Exempt 0 % Tax: + \$0.00
RECEIPT TOTAL: \$1,075.00

Account: \$1,075.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$277.95
Account Balance: \$1,352.95

Thank You For Your Business



20998

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/27/2025 9:48:43 AM
Register: 1 Trans #: 5028 Op ID: 1
Your cashier: DANNY

REGULAR CA PUMP# 3
24.048 GAL @ \$2.859/GAL \$68.75 99

Subtotal = \$68.75
Tax = \$0.00
Total = \$68.75

Change Due = \$0.00

Cash \$68.75

#14
Footer

MICKIE

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/31/2025 8:35:44 AM
Register: 1 Trans #: 6594 Op ID: 1
Your cashier: DANNY

REGULAR CA PUMP# 3
29.904 GAL @ \$2.859/GAL \$85.50 99

Subtotal = \$85.50
Tax = \$0.00

Total = \$85.50

Change Due = \$0.00

Cash \$85.50

#12
Footer Meddy

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/31/2025 10:43:12 AM
Register: 1 Trans #: 6645 Op
Your cashier: DANNY

REGULAR CA PUMP# 5
29.894 GAL @ \$2.859/GAL

Subtotal = \$
Tax =

Total = \$8

Change Due = \$

Cash

Footer

Southern Pit Stop, I
9321 N Century Blvd
Century, FL 32535

03/31/2025 10:43:12 AM
Register: 1 Trans #: 6645 Op ID: 1
Your cashier: DANNY

REGULAR CA PUMP# 5
29.894 GAL @ \$2.859/GAL \$85.47 99

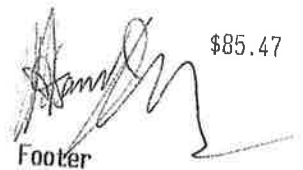
Subtotal = \$85.47

Tax = \$0.00

Total = \$85.47

Change Due = \$0.00

Cash \$85.47



Footer

Central Water Works (850) 256-3849
 1101 Byrneville Road, Century, FL 32535

DATES OF SERVICE 3/01/2025 - 3/31/2025
 SERVICE AT 371-P TEDDER RD, CENTURY FL

CODE	PRESENT	PREVIOUS	USAGE
Balance Forward: 03/23/2025			
WAT	111,984,000	108,540,000	3,444,000



US POSTAGE ^{IMI}PITNEY BOWES
 Unpaid accounts after the 15th are
 charged \$10 and may be disconnected
 on the 20th
 ZIP 32568
 02 7H
 0001327444 MAR 25 2025

\$ 000.56⁰

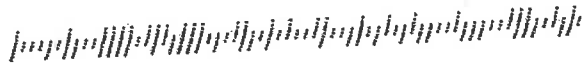
ACCOUNT	DUE DATE
2021101	4/10/25
AMT DUE AFTER DUE DATE	PAY THIS AMOUNT
\$27,356.92	\$26,143.22

AMOUNT DUE AFTER DUE DATE	PENALTY AFTER DUE DATE	PAY THIS AMOUNT
\$27,356.92	\$1,213.70	\$26,143.22

ACCOUNT	DUE DATE
2021101	4/10/25
RETURN THIS STUB WITH PAYMENT	

TOWN OF CENTURY
 PO DRAWER 790
 CENTURY, FL 32535

000197





WATERWORKS

133 SHANNON LANE
SANTA ROSA BEACH, FL 32459

Please contact with Questions: 850-622-9166

TOWN OF CENTURY
7995 N CENTURY BLVD
CENTURY, FL 32535

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1583154	\$419.00	51861	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #1204
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 797285

SHIP TO:

TOWN OF CENTURY
7860 ALGER RD
CENTURY, FL 32535

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
335	335	FLE	KEVIN	CJN	3" METER	04/03/25	IO 103944
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION		UNIT PRICE	UM	AMOUNT
2	2	FNWNBGS41RF8M	AAA 61644800-7 3 304 SS 150# RR FF 1/8 FLG PKG		22.000	EA	44.00
1	1	C17301202	PLAS WTR MTR BX W/ CI RDR BLT DWN		375.000	EA	375.00
INVOICE SUB-TOTAL							419.00
<p>*****</p> <p>LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.</p>							

Looking for a more convenient way to pay your bill?

Log in to [Ferguson.com](https://www.ferguson.com) and request access to Online Bill Pay.



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$419.00
-----------------------------	-------------------------	------------------	-----------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

FERGUSON® WATERWORKS

133 SHANNON LANE
SANTA ROSA BEACH, FL 32459

Please contact with Questions: 850-622-9166

TOWN OF CENTURY
7995 N CENTURY BLVD
CENTURY, FL 32535

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1583155	\$727.00	51861	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #1204
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 797285

SHIP TO:

TOWN OF CENTURY
7860 ALGER RD
CENTURY, FL 32535


SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
1204	1204	FLE	KEVIN	CJN	3" METER MATERIAL	04/02/25	IO 103931

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1	AFC2503FFOL	3 DI FLG RW OL GATE VLV	727.000	EA	727.00
INVOICE SUB-TOTAL						727.00

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Looking for a more convenient way to pay your bill?

Log in to Ferguson.com and request access to Online Bill Pay.



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$727.00
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

FERGUSON
WATERWORKS
 133 SHANNON LANE
 SANTA ROSA BEACH, FL 32459

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1583157	\$3,470.77	51861	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
 MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #1204
 PO BOX 100286
 ATLANTA, GA 30384-0286

Please contact with Questions: 850-622-9166

MASTER ACCOUNT NUMBER: 797285

SHIP TO:

TOWN OF CENTURY
 7995 N CENTURY BLVD
 CENTURY, FL 32535

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
335	335	FLE	KEVIN MERCHANT	CJN	3" NEPTUNE METER	04/02/25	103933
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION		UNIT PRICE	UM	AMOUNT
1	1	NEU3A2G1	3" MACH 10, R900I, 12" LENGTH USG		3470.770	EA	3470.77
INVOICE SUB-TOTAL							3470.77
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							

Looking for a more convenient way to pay your bill?

Log in to **Ferguson.com** and request access to Online Bill Pay.



TERMS: NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$3,470.77
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$2,777.71
Invoice Number	7027156
Invoice Date	4/2/25
Sales Order Number/Type	4772254 SO
Branch Plant	103
Shipment Number	5706917

*Received
installed by
Contractor on
4/10/25*

Sold To: 417033
Accounts Payable
TOWN OF CENTURY
PO BOX 790
ACCOUNTS PAYABLE
Century FL 32535-0790

Ship To: 417033
TOWN OF CENTURY
PO BOX 790
ACCOUNTS PAYABLE
Century FL 32535-0790

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #			
5/17/25	Net 45	PPD Origin	UPS SUPPLY CHAIN SOLUTIONS	Verbal Allen Fowler	Well #1 Gas	372			
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	45728	GA-180-100012111 Gas Alarm CL2(1), Battery Backup	N	1.0000	EA	\$2050.0000	EA	10.0 LB 10.0 GW	\$2,050.00
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$2.7100			\$2.71
2.000	38798	3T947 Warning Light - Red Federal Signal 141ST-120R	N	1.0000	EA	\$225.0000	EA	1.1 LB 1.1 GW	\$225.00
3.000	499992	Labor HOUR HRS	N	1.0000	HR	\$500.0000	HR	.0 LB 0. GW	\$500.00

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

Page 1 of 1

Tax Rate 0 %
Sales Tax \$0.00

Invoice Total **\$2,777.71**

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263
WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402
Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com
CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§80-1.4(a), 80-300.5(a) and 80-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Original

INVOICE



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

Total Invoice	\$10,450.00
Invoice Number	7028998
Invoice Date	4/4/25
Sales Order Number/Type	4774913 SL
Branch Plant	87
Shipment Number	5710453

Sold To: 417033
Accounts Payable
TOWN OF CENTURY
PO BOX 790
ACCOUNTS PAYABLE
Century FL 32535-0790

Ship To: 417033
TOWN OF CENTURY
PO BOX 790
ACCOUNTS PAYABLE
Century FL 32535-0790

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #
5/19/25	Net 45	PPD Origin	HWTG			372

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	61555	Aqua Hawk® MBS-Sludge	N	2.0000	TO	\$5200.0000	TO	4,280.0 LB	\$10,400.00
		250 GA NRT		2.0000	TO			4,631.0 GW	
Lot/SN: 03/13/2025									
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$50.0000			\$50.00

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

Tax Rate: 0 %
Sales Tax: \$0.00

Invoice Total \$10,450.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@Hawkinsinc.com

Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

HYDRA SERVICE, INC.
P.O. BOX 365
WARRIOR AL 35180

205-647-5326

Invoice

Customer Number
32230
Invoice No.
186976

Bill To:
TOWN OF CENTURY
PO DRAWER 790
CENTURY FL 32535

Ship To: TOWN OF CENTURY

7995 N CENTURY BLVD
CENTURY FL 32535

Date	Salesperson	Order Date	Order No.	Purchase Order No.	Special Instructions
3/31/2025	R46	5/15/2024	R22409.010		HSI DELIVERY
Rental Period: 2/23/2025 through 3/23/2025					
Qty. Shipped	U/M	Description / Stock Number	Code	Unit Price	Amount
1.00	EA	AFTERHURS DELIVERY GODWIN DRI PRIME CD100M, TRAILER MOUNTED, DIESEL DRIVEN 4" PUMP S/N: 18647765/02 HOURS: 5445.4 FLEET: 568	3606	\$1,287.00	\$1,287.00
1.00	EA	4" X 20" HD SUCTION HOSE	3618	\$396.00	\$396.00
1.00	EA	4" X 20" COMPOSITE HOSE W /MALE BAUER	3618	\$396.00	\$396.00
1.00	EA	4" BAUER STEPBOW	3618	\$81.00	\$81.00
1.00	EA	4" FEMALE BAUER X 4" MALE CAMLOCK	3618	\$40.00	\$40.00
1.00	EA	AUTOMATIC PRIME GUARD FLOAT SWITCHES	3618	\$150.00	\$150.00
Payment/Terms: NET 30				Subtotal	\$2,350.00
				7.500% Tax Freight Charges	
Received By : <input checked="" type="checkbox"/>				Total Amount Due	\$2,350.00

HYDRA SERVICE, INC.
 P.O. BOX 365
 WARRIOR AL 35180
 205-647-5326

Invoice

Customer Number
32230
Invoice No.
187274

Bill To:
 TOWN OF CENTURY
 PO DRAWER 790
 CENTURY FL 32535

Ship To: TOWN OF CENTURY
 7995 N CENTURY BLVD
 CENTURY FL 32535

Date	Salesperson	Order Date	Order No.	Purchase Order No.	Special Instructions
4/9/2025	R42	2/25/2025	134612		CARRIE TO DELIVER

Qty. Shipped	U/M	Description / Stock Number	Code	Unit Price	Amount
1.00	EA	GX6L3C4C1111321 PUMP ABS XFP100E-CB1.4 PE75/4 S/N: __301127241_____	3505	\$8,855.00	\$8,855.00

Payment/Terms: NET 30	Subtotal	\$8,855.00
	7.50% Tax Freight Charges	
Received By : x _____	Total Amount Due	\$8,855.00

Robert

Southern Pit Stop, 1
9321 N Century Blvd
Century, FL 32535

03/27/2025 11:19:50 AM
Register: 1 Trans #: 5062 Op ID: 1
Your cashier: DANNY

REGULAR CA PUMP# 4
29.383 GAL @ \$2.859/GAL \$84.01 99

24

Subtotal = \$84.01
Tax = \$0.00

Total = \$84.01

Change Due = \$-0.99

Cash \$85.00

Footer

Request to attend and speak at your council meeting to explain the Mass Transit Advisory (MTAC) so that they can select an appropriate representative.

Guide Management Group will be the consultant handling the MTAC meetings.

Here is a basic explanation of the committee and the process:

Last year Escambia County voted to reinstate the MTAC after several years of being inactive. The basic purpose is to provide guidance and input to the transit system from a community perspective.

The committee is made up of the following representatives:

- A representative from each of the county commission districts appointed by the district commissioner
- A representative from the Mayor of the City of Pensacola
- A representative of the Pensacola City Council
- A Representative of the Escambia Administrator
- A Representative from the Town of Century

The committee will be tasked:

- To advise the Escambia BOCC on mass transit issues
- To facilitate a community vision for mass transit
- To assist the board in developing and maintain effective and efficient mass transit systems in Escambia County

Duties and Responsibilities:

- Establish a set of benchmarks to periodically evaluate the service and management of existing public mass transit systems operating in Escambia County
- Set short range and long-range goals for increasing ridership, expanding routes, and instituting new mass transit services
- Assist the BOCC, the County Administrator, and ECAT Management in developing partnerships with industry groups and foster economic development

The first meeting date has not been set. We expect it to be in May. Once all the representatives have been appointed, ECAT will try to set a date that works for everyone. Please feel free to let me know if you have any questions.

The meetings will be held at 3363 W. Park Place, Pensacola, FL 32505.

Mary Beth Washnock
Senior Transportation Planner
850-393-8040
marybeth.washnock@gmgcpm.com

TOWN OF CENTURY, FLORIDA

AGENDA ITEM REQUEST

TO: Town Council, Town of Century, FL

FROM: Howard W. Brown, Jr., Interim Town Manager

MEETING DATE: April 15, 2025

SUBJECT: Final Reading and Consideration of Ordinance No. 2025-Establishing the Town of Century Procurement Ordinance

BACKGROUND:

On **November 5, 2024**, the voters of the Town of Century approved a **Charter Amendment** requiring that Town purchasing be governed by Council-approved policies and procedures. Additionally, on **December 3, 2024**, the Town Council adopted **Resolution No. 3-2024**, affirming the need for a standardized procurement ordinance to ensure compliance with **Florida law, federal procurement regulations, and best practices**.

The proposed **Procurement Ordinance No. 04-2025** provides a **comprehensive framework for procurement procedures**, including:

- **Spending authority of the Mayor** (up to **\$10,000**) without prior Council approval.
- **Competitive bidding requirements** for purchases exceeding **\$10,000** and compliance with **Florida Statutes § 255.20** for public works projects over **\$50,000**.
- **Exemptions for emergency purchases**, sole source procurements, intergovernmental purchasing, professional services, grant-funded procurements, and utility payments.
- **Ethical standards and enforcement measures** to ensure fairness and transparency in Town procurement activities.
- **Compliance with state and federal procurement requirements**, including **2 CFR Part 200** for federally funded projects.

The ordinance was drafted to align with the **Town Charter, Resolution No. 3-2024, Florida procurement laws, and federal grant compliance regulations**.

RECOMMENDATION:

Staff recommends that the Town Council:

1. Conduct the **final reading** of **Ordinance No. 04-2025** on **April 15, 2025**.
- 2.

MOTION:

"I move to approve the final reading of Ordinance No. 04-2025 establishing the Town of Century Procurement Ordinance on April 15, 2025."

ATTACHMENTS:

- **Ordinance No. 04-2025** (Proposed Procurement Ordinance)

ORDINANCE NO. 04-2025

AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA, ESTABLISHING A PROCUREMENT POLICY PURSUANT TO THE TOWN CHARTER AMENDMENT AND RESOLUTION NO. 3-2024; PROVIDING FOR PROCUREMENT PROCEDURES; ESTABLISHING THE MAYOR'S SPENDING AUTHORITY; SETTING COMPETITIVE BIDDING REQUIREMENTS; PROVIDING FOR EXCEPTIONS; ESTABLISHING ETHICAL STANDARDS; PROVIDING FOR COMPLIANCE WITH STATE AND FEDERAL PROCUREMENT GUIDELINES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on November 5, 2024, the voters of the Town of Century approved the ballot question amending the Town Charter to provide that purchasing shall be governed by council-approved policies and procedures, consistent with the Mayor-Town Council form of government; and

WHEREAS, the Town Council desires to establish a procurement ordinance consistent with the approved Charter amendment and **Resolution No. 3-2024**, which affirms procurement policies and procedures in accordance with best practices and legal requirements; and

WHEREAS, the Town Council finds that adopting this ordinance will promote efficient governmental operations and ensure compliance with applicable **Florida law** and **federal procurement requirements**, including **2 CFR Part 200** for federal grants such as Community Development Block Grant (CDBG) dollars; and

WHEREAS, this ordinance aligns with **Florida Statutes Chapter 287 (Procurement of Personal Property and Services)** and **Chapter 218 (Financial Matters Pertaining to Political Subdivisions)**.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AS FOLLOWS:

SECTION 1. TITLE

This ordinance shall be known as the **Town of Century Procurement Ordinance**.

SECTION 2. PURPOSE

The purpose of this ordinance is to establish uniform procurement procedures to promote efficiency, economy, and transparency in the acquisition of goods, services, and construction projects for the Town while ensuring compliance with **Florida law**, the **Town Charter**, and **federal procurement guidelines**.

SECTION 3. PROCUREMENT AUTHORITY

Travel and Training Expenditures: Travel and training expenses are governed by a separate policy approved by the Town Council. Nothing in this ordinance shall be interpreted to allow

spending under this ordinance to override the training and travel policy approved by the Town Council.

1. **Mayor’s Authority:** The Mayor shall have the authority to approve and expend funds for procurement up to **\$10,000** without prior approval of the Town Council, provided that such expenditures are within the budget adopted by the Town Council.
2. **Town Council Approval:** Expenditures exceeding **\$10,000** shall require prior approval of the Town Council, except as otherwise provided herein.
3. **Procurement Officer:** The **Town Clerk** shall serve as the **Procurement Officer** responsible for overseeing compliance with procurement policies.

SECTION 4. PROCUREMENT PROCEDURES

1. **Purchases Under \$5,000:** The Mayor or designee may approve purchases below \$5,000 with at least **two written quotations** whenever practicable. If a written quotation cannot be obtained, a form must be completed with the details of the quotation, including the vendor name, price, and reason why a written quotation was not available.
2. **Purchases Between \$5,000 and \$10,000:** Shall require at least **three written quotations** whenever practicable to ensure cost-effectiveness.
3. **Purchases Exceeding \$10,000:** Shall require competitive bidding as set forth in Section 5 unless an exception applies.
4. **Public Works Projects:** In accordance with **Florida Statutes § 255.20**, public works projects exceeding **\$50,000** shall be subject to a competitive bidding process.
5. **No Splitting of Purchases:** Purchases shall not be artificially divided or split to avoid procurement thresholds. If multiple related purchases are needed, the total cost shall determine the required procurement procedure.

SECTION 5. COMPETITIVE BIDDING REQUIREMENTS

Definition of Responsive and Responsible Bidder

- **Responsive Bidder:** A bidder who has submitted a bid that conforms in all material aspects to the requirements set forth in the invitation to bid, including compliance with specifications, terms, conditions, and submission deadlines.
 - **Responsible Bidder:** A bidder who has the financial stability, technical capability, experience, and past performance necessary to fulfill the contract requirements successfully. A responsible bidder must demonstrate the ability to perform the work required and comply with applicable laws and regulations.
1. **Sealed Bidding Process:** Purchases of goods, services, or construction projects exceeding **\$10,000** shall be awarded through a competitive sealed bid process, with the following requirements:
 - A public notice of the invitation to bid shall be issued at least **ten (10) days** before the bid opening.
 - Bids shall be opened publicly at a designated date and time.

- The contract shall be awarded to the lowest responsive and responsible bidder unless the Town Council determines another bidder provides the best value to the Town.
- 2. **Best Value Procurement:** The Town Council may award contracts based on a **best value** evaluation when it is determined that factors other than price are critical to the procurement.
- 3. **Cone of Silence:** To ensure fairness and integrity, communication between potential bidders, Town officials, and staff is prohibited from the time of bid advertisement until the final award.
- 4. **Sealed Bidding Process:** Purchases of goods, services, or construction projects exceeding **\$10,000** shall be awarded through a competitive sealed bid process, with the following requirements:
 - A public notice of the invitation to bid shall be issued at least **ten (10) days** before the bid opening.
 - Bids shall be opened publicly at a designated date and time.
 - The contract shall be awarded to the lowest responsive and responsible bidder unless the Town Council determines another bidder provides the best value to the Town.
- 5. **Best Value Procurement:** The Town Council may award contracts based on a **best value** evaluation when it is determined that factors other than price are critical to the procurement.
- 6. **Cone of Silence:** To ensure fairness and integrity, communication between potential bidders, Town officials, and staff is prohibited from the time of bid advertisement until the final award.

SECTION 6. EXCEPTIONS TO COMPETITIVE BIDDING

- 1. **Emergency Purchases:** Immediate action is required to protect public health, safety, or property. All emergency purchases must be ratified by the Town Council at the next available regular Town Council meeting or as practicable.
- 2. **Sole Source Purchases:** When only one vendor can provide the required goods or services, per **2 CFR § 200.320(c)**. A **Sole Source Justification Form** must be completed.
- 3. **Intergovernmental Purchases:** Allowed under **Florida Statutes § 287.056** and **§ 163.01** for cooperative purchasing and piggybacking agreements.
- 4. **Professional Services:** Includes legal, engineering, architectural, lobbying, or consulting services, in compliance with **Florida’s CCNA** and **2 CFR § 200.317-200.320**.
- 5. **Grant-Funded Procurements:** When external funding sources impose procurement requirements differing from Town policies.
- 6. **Renewals of Existing Contracts:** If renewal provisions are in the Town’s best interest and comply with procurement laws.
- 7. **Utility Bills:** Payments for municipal utilities, including electricity, water, sewer, and telecommunications services, are exempt from procurement requirements.

SECTION 7. ETHICAL STANDARDS

1. **Conflict of Interest:** Officials and employees shall not participate in any procurement decision involving a financial interest of themselves or related parties.
2. **Gifts and Gratuities:** Vendors seeking business with the Town may not offer gifts, favors, or incentives.
3. **Transparency:** Procurement records shall be maintained and made available per **Florida public records law (Chapter 119, Florida Statutes)**.

PASSED AND ADOPTED this ___ day of _____, 2025.

APPROVED:

TOWN OF CENTURY, FLORIDA

By: _____
Alicia Johnson, Interim Mayor

ATTEST:

By: _____
Carrie Moore Town Clerk

... and the town, what strengths they bring to the council and how willing they are to say no.

The council members will have to vote for the person to fill Holloway's seat at the April 21 meeting. That person chosen will be sworn at the meeting and take his or her council seat right then if the council makes a decision.

Park update

Jay Operations Manager Eric Seib said the Bray-Hendricks Park construction is under way with the retention pond. He said they are

Writers

Continued from front

Thomas E. McMillan Museum on the Brewton campus of Coastal Alabama Community College.

This past Thursday at the museum featured T.R. Miller High School student Sam Smith playing America the Beautiful on the cello; writer Emma Cornutt, also of T.R. Miller High School reading a shot story; Thad Moore, reading a children's book he wrote about his grandson Russell's adventures entitled 'Do Frogs Have Granddaddys?'; Mark Reynolds reading 'Retirement Perspective on Teaching; Gwen McCorquodale reading a story she wrote entitled 'Mother's Long-Lasting Advice'; and a prayer for students and educators by Chris Patterson, pastor of First Methodist Church of Brewton.

For more information, contact McCorquodale at 251-538-0902.

requested changes, saving \$1.9 million in the grant. STOA will be paid \$48,000 to rework the design.

Councilman Mike Hutto expressed concern about why it cost that much.

Seib said they made changes to the main bathroom building and have to

when he was in...
-Heard from Jay resident Brenda Godwin that there are still properties need cleaning up
Section 6, Item C.

The next meeting is at 6 p.m., Monday, April 21 at Jay Town Hall. The public is invited.

STEEL ROOFING
 Custom Designed Trim • Purlins • Accessories • Insulation
 Gutter Systems, Roll-Up, Passages & Sliding Door Systems
 From **\$.89/LF**
GOLDIN METALS, INC.
 251-452-6384
 Mobile, AL
NO ONE BEATS OUR PRICES!

ORDINANCE NO. 04-2025

AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA, ESTABLISHING A PROCUREMENT POLICY PURSUANT TO THE TOWN CHARTER AMENDMENT AND RESOLUTION NO. 3-2024; PROVIDING FOR PROCUREMENT PROCEDURES; ESTABLISHING THE MAYOR'S SPENDING AUTHORITY; SETTING COMPETITIVE BIDDING REQUIREMENTS; PROVIDING FOR EXCEPTIONS; ESTABLISHING ETHICAL STANDARDS; PROVIDING FOR COMPLIANCE WITH STATE AND FEDERAL PROCUREMENT GUIDELINES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

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ORDINANCE NO. 05-2024

AN ORDINANCE BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 78, ARTICLE V FLOODPLAINS, TO UPDATE THE DATE OF THE FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS SPECIFY; TO REFORMAT A LOCAL TECHNICAL AMENDMENT TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in Chapter 166 – Municipalities, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Town of Century participates in the National Flood Insurance Program and the Town Council desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Parts 59 and 60, necessary for such participation; and

WHEREAS, the Federal Emergency Management Agency has revised and reissued the Flood Insurance Study for Escambia County, Florida and Incorporated Areas, with an effective date of August 19, 2025; and

WHEREAS, the Town Council has determined that it is in the public interest to identify the effective date of the revised Flood Insurance Study and Flood Insurance Rate Maps.

WHEREAS, Chapter 553, Florida Statutes, allows for local technical amendments to the *Florida Building Code* that provide for more stringent requirements than those specified in the Code and allows adoption of local administrative and local technical amendments to the Florida Building Code to implement the National Flood Insurance Program and incentives; and

WHEREAS, the Town Council previously adopted a freeboard requirement for buildings and structures in flood hazard areas, which effectively amends the Florida Building Code pursuant to sec. 553.73(5), F.S. and pursuant to sec. 553.73(4), F.S. is reformatting that requirement.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Century that the Code of Ordinances Chapter 78, Article V Floodplains, is amended as set forth in the following amendments, as shown in ~~striketrough~~ and underline format in Section 1.

SECTION 1. AMENDMENTS

The Code of Ordinances Chapter 78, Article V Floodplains, is hereby amended by the following amendments.

ARTICLE V. - FLOODPLAINS

DIVISION 1. - ADMINISTRATION

Sec. 78-121. - General.

- (a) *Title.* These regulations shall be known as the Floodplain Management Ordinance of the Town of Century, hereinafter referred to as "this ordinance."
- (b) *Scope.* The provisions of this ordinance shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the Florida Building Code; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.
- (c) *Intent.* The purposes of this ordinance and the flood load and flood resistant construction requirements of the Florida Building Code are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:
 - (1) Minimize unnecessary disruption of commerce, access and public service during times of flooding;
 - (2) Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
 - (3) Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
 - (4) Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
 - (5) Minimize damage to public and private facilities and utilities;
 - (6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
 - (7) Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
 - (8) Meet the requirements of the National Flood Insurance Program for community participation as set forth in the Title 44 Code of Federal Regulations, Section 59.22.
- (d) *Coordination with the Florida Building Code.* This ordinance is intended to be administered and enforced in conjunction with the Florida Building Code. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the Florida Building Code.
- (e) *Warning.* The degree of flood protection required by this ordinance and the Florida Building Code, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with this ordinance.

(f) *Disclaimer of liability.* This ordinance shall not create liability on the part of the Town Council of the Town of Century, Florida or by any officer or employee thereof for any flood damage that results from reliance on this ordinance or any administrative decision lawfully made thereunder.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-122. - Applicability.

- (a) *General.* Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
- (b) *Areas to which this ordinance applies.* This ordinance shall apply to all flood hazard areas within the Town of Century, as established in section 78-122(c) of this ordinance.
- (c) *Basis for establishing flood hazard areas.* The Flood Insurance Study for Escambia County, Florida and Incorporated Areas dated ~~September 29, 2006~~ August 19, 2025, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this ordinance and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the Office of the Town Clerk, Century Town Hall, 7995 North Century Boulevard, Century, Florida 32535.
- (d) *Submission of additional data to establish flood hazard areas.* To establish flood hazard areas and base flood elevations, pursuant to section 78-125 of this ordinance the floodplain administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:
 - (1) Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this ordinance and, as applicable, the requirements of the Florida Building Code.
 - (2) Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a letter of map change that removes the area from the special flood hazard area.
- (e) *Other laws.* The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal law.
- (f) *Abrogation and greater restrictions.* This ordinance supersedes any ordinance in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the Florida Building Code. In the event of a conflict between this ordinance and any other ordinance, the more restrictive shall govern. This ordinance shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this ordinance.
- (g) *Interpretation.* In the interpretation and application of this ordinance, all provisions shall be:
 - (1) Considered as minimum requirements;
 - (2) Liberally construed in favor of the governing body; and
 - (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-123. - Duties and powers of the floodplain administrator.

- (a) *Designation.* The town planner of the Town of Century, Florida, is designated as the floodplain administrator. The floodplain administrator may delegate performance of certain duties to other employees.
- (b) *General.* The floodplain administrator is authorized and directed to administer and enforce the provisions of this ordinance. The floodplain administrator shall have the authority to render interpretations of this ordinance consistent with the intent and purpose of this ordinance and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this ordinance without the granting of a variance pursuant to section 78-127 of this ordinance.
- (c) *Applications and permits.* The floodplain administrator, in coordination with other pertinent offices of the community, shall:
 - (1) Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
 - (2) Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this ordinance;
 - (3) Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
 - (4) Provide available flood elevation and flood hazard information;
 - (5) Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
 - (6) Review applications to determine whether proposed development will be reasonably safe from flooding;
 - (7) Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code, when compliance with this ordinance is demonstrated, or disapprove the same in the event of noncompliance; and
 - (8) Coordinate with and provide comments to the building official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of this ordinance.
 - (9) In coordination with the Escambia County Building Official review all permits for construction within the special flood hazard areas to ensure that the proposed project meets the freeboard requirements. In accordance with subsection 78-141(c), the Town of Century the freeboard requirement is three feet above the designated FEMA base flood elevation.
- (d) *Substantial improvement and substantial damage determinations.* For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the floodplain administrator, in coordination with the building official, shall:
 - (1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
 - (2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

- (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the Florida Building Code and this ordinance is required.
- (e) *Modifications of the strict application of the requirements of the Florida Building Code.* The floodplain administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to section 78-127 of this ordinance.
- (f) *Notices and orders.* The floodplain administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with this ordinance.
- (g) *Inspections.* The floodplain administrator shall make the required inspections as specified in section 78-126 of this ordinance for development that is not subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. The floodplain administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.
- (h) *Other duties of the floodplain administrator.* The floodplain administrator shall have other duties, including but not limited to:
 - (1) Establish, in coordination with the building official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to section 78-123(d) of this ordinance;
 - (2) Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
 - (3) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the flood insurance rate maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available;
 - (4) Review required design certifications and documentation of elevations specified by this ordinance and the Florida Building Code and this ordinance to determine that such certifications and documentations are complete; and
 - (5) Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Century are modified.
- (i) *Floodplain management records.* Regardless of any limitation on the period required for retention of public records, the floodplain administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this ordinance and the flood resistant construction requirements of the Florida Building Code, including flood insurance rate maps; letters of map change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the Florida Building Code and this ordinance; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to this ordinance and the flood resistant construction requirements of the Florida Building Code. These records shall be available for public inspection at the Office of the Town Clerk, Century Town Hall, 7995 North Century Boulevard, Century, Florida 32535 or the Escambia County Building Inspections Division, 3363 West Park Place, Pensacola, Florida 32505.

([Ord. No. 01-14, § 2](#), 5-19-2014; [Ord. No. 02-17](#), § 2, 11-6-2017)

Sec. 78-124. - Permits.

- (a) *Permits required.* Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this ordinance, including buildings, structures and facilities exempt from the Florida Building Code, which is wholly within or partially within any flood hazard area shall first make application to the floodplain administrator, and the building official if applicable, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.
- (b) *Floodplain development permits or approvals.* Floodplain development permits or approvals shall be issued pursuant to this ordinance for any development activities not subject to the requirements of the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. Depending on the nature and extent of proposed development that includes a building or structure, the floodplain administrator may determine that a floodplain development permit or approval is required in addition to a building permit.
- (c) *Buildings, structures and facilities exempt from the Florida Building Code.* Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the Florida Building Code and any further exemptions provided by law, which are subject to the requirements of this ordinance:
 - (1) Railroads and ancillary facilities associated with the railroad.
 - (2) Nonresidential farm buildings on farms, as provided in F.S. § 604.50.
 - (3) Temporary buildings or sheds used exclusively for construction purposes.
 - (4) Mobile or modular structures used as temporary offices.
 - (5) Those structures or facilities of electric utilities, as defined in F.S. § 366.02, which are directly involved in the generation, transmission, or distribution of electricity.
 - (6) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
 - (7) Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
 - (8) Temporary housing provided by the department of corrections to any prisoner in the state correctional system.
 - (9) Structures identified in F.S. § 553.73(10)(k), are not exempt from the Florida Building Code if such structures are located in flood hazard areas established on flood insurance rate maps.
- (d) *Application for a permit or approval.* To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:
 - (1) Identify and describe the development to be covered by the permit or approval.
 - (2) Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
 - (3) Indicate the use and occupancy for which the proposed development is intended.

- (4) Be accompanied by a site plan or construction documents as specified in section 78-125 of this ordinance.
- (5) State the valuation of the proposed work.
- (6) Be signed by the applicant or the applicant's authorized agent.
- (7) Give such other data and information as required by the floodplain administrator.
- (e) *Validity of permit or approval.* The issuance of a floodplain development permit or approval pursuant to this ordinance shall not be construed to be a permit for, or approval of, any violation of this ordinance, the Florida Building Codes, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the floodplain administrator from requiring the correction of errors and omissions.
- (f) *Expiration.* A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.
- (g) *Suspension or revocation.* The floodplain administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this ordinance or any other ordinance, regulation or requirement of this community.
- (h) *Other permits required.* Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including, but not limited to, the following:
 - (1) The Northwest Florida Water Management District; F.S. § 373.036.
 - (2) Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.
 - (3) Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; F.S. § 161.055.
 - (4) Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
 - (5) Federal permits and approvals.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-125. - Site plans and construction documents.

- (a) *Information for development in flood hazard areas.* The site plan or construction documents for any development subject to the requirements of this ordinance shall be drawn to scale and shall include, as applicable to the proposed development:
 - (1) Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
 - (2) Where base flood elevations, or floodway data are not included on the FIRM or in the flood insurance study, they shall be established in accordance with section 78-125(b)(2) or (3) of this ordinance.
 - (3) Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than five acres and the base flood elevations are not included on the FIRM or in the flood insurance study, such elevations shall be established in accordance with section 78-125(b)(1) of this ordinance.

- (4) Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
- (5) Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- (6) Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
- (7) Existing and proposed alignment of any proposed alteration of a watercourse.

The floodplain administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by this ordinance but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with this ordinance.

- (b) *Information in flood hazard areas without base flood elevations (approximate Zone A).* Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the floodplain administrator shall:
 - (1) Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
 - (2) Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source.
 - (3) Where base flood elevation and floodway data are not available from another source, where the available the data are deemed by the floodplain administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
 - a. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices; or
 - b. Specify that the base flood elevation is two feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two feet.
 - (4) Where the base flood elevation data are to be used to support a letter of map change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.
- (c) *Additional analyses and certifications.* As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses signed and sealed by a Florida licensed engineer for submission with the site plan and construction documents:
 - (1) For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in section 78-125(d) of this ordinance and shall submit the conditional letter of map revision, if issued by FEMA, with the site plan and construction documents.
 - (2) For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the flood insurance study or on the FIRM and floodways have not been designated hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one foot at any point within the community. This requirement does not apply in isolated flood hazard areas not

connected to a riverine flood hazard area or in flood hazard areas identified as zone AO or zone AH.

- (3) For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in section 78-125(d) of this ordinance.
- (d) *Submission of additional data.* When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a letter of map change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-126. - Inspections.

- (a) *General.* Development for which a floodplain development permit or approval is required shall be subject to inspection.
- (b) *Development other than buildings and structures.* The floodplain administrator shall inspect all development to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.
- (c) *Buildings, structures and facilities exempt from the Florida Building Code.* The floodplain administrator shall inspect buildings, structures and facilities exempt from the Florida Building Code to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.
- (d) *Buildings, structures and facilities exempt from the Florida Building Code, lowest floor inspection.* Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility exempt from the Florida Building Code, or the owner's authorized agent, shall submit to the floodplain administrator:
 - (1) If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
 - (2) If the elevation used to determine the required elevation of the lowest floor was determined in accordance with section 78-125(b)(3)(b) of this ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.
- (e) *Buildings, structures and facilities exempt from the Florida Building Code, final inspection.* As part of the final inspection, the owner or owner's authorized agent shall submit to the floodplain administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in section 78-126(d) of this ordinance.
- (f) *Manufactured homes.* The building official shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of this ordinance and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the building official.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-127. - Variances and appeals.

- (a) *General.* The Century Town Council shall hear and decide on requests for appeals and requests for variances from the strict application of this ordinance. Pursuant to F.S. § 553.73(5), the Century Town Council shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.
- (b) *Appeals.* The Century Town Council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the administration and enforcement of this ordinance. Any person aggrieved by the decision of the Century Town Council may appeal such decision to the Circuit Court, as provided by Florida Statutes.
- (c) *Limitations on authority to grant variances.* The Century Town Council shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in section 78-127(g) of this ordinance, the conditions of issuance set forth in section ~~78-127(h)~~ ~~78-127(f)~~ of this ordinance, and the comments and recommendations of the floodplain administrator and the building official. The Century Town Council has the right to attach such conditions as it deems necessary to further the purposes and objectives of this ordinance.
- (d) *Restrictions in floodways.* A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in section 78-125(c) of this ordinance.
- (e) *Historic buildings.* A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 44 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.
- (f) *Functionally dependent uses.* A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this ordinance, provided the variance meets the requirements of section 78-127(d), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.
- (g) *Considerations for issuance of variances.* In reviewing requests for variances, the Century Town Council shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this ordinance, and the following:
 - (1) The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
 - (2) The danger to life and property due to flooding or erosion damage;
 - (3) The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
 - (4) The importance of the services provided by the proposed development to the community;
 - (5) The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
 - (6) The compatibility of the proposed development with existing and anticipated development;
 - (7) The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
 - (8) The safety of access to the property in times of flooding for ordinary and emergency vehicles;

- (9) The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (10) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.
- (h) *Conditions for issuance of variances.* Variances shall be issued only upon:
- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this ordinance or the required elevation standards;
 - (2) Determination by the Century Town Council that:
 - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
 - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
 - c. The variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (3) Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the office of the clerk of the court in such a manner that it appears in the chain of title of the affected parcel of land; and
 - (4) If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the floodplain administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25.00 for \$100.00 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-128. - Violations.

- (a) *Violations.* Any development that is not within the scope of the Florida Building Code but that is regulated by this ordinance that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this ordinance, shall be deemed a violation of this ordinance. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this ordinance or the Florida Building Code is presumed to be a violation until such time as that documentation is provided.
- (b) *Authority.* For development that is not within the scope of the Florida Building Code but that is regulated by this ordinance and that is determined to be a violation, the floodplain administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.
- (c) *Unlawful continuance.* Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Secs. 78-129, 78-130. - Reserved.

DIVISION 2. - DEFINITIONS

Sec. 78-131. - General.

- (a) *Scope.* Unless otherwise expressly stated, the following words and terms shall, for the purposes of this ordinance, have the meanings shown in this section.
- (b) *Terms defined in the Florida Building Code.* Where terms are not defined in this ordinance and are defined in the Florida Building Code, such terms shall have the meanings ascribed to them in that code.
- (c) *Terms not defined.* Where terms are not defined in this ordinance or the Florida Building Code, such terms shall have ordinarily accepted meanings such as the context implies.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-132. - Definitions.

Accessory structure. A structure on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For floodplain management purposes, the term includes only accessory structures used for parking and storage.

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the floodplain administrator's interpretation of any provision of this ordinance ~~or a request for a variance.~~

ASCE 24. A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood. A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

- (1) Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
- (2) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to two feet. [Also defined in FBC, B, Section 1612.2.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before July 7, 1981. [Also defined in FBC, B, Section 1612.2.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before July 7, 1981.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

- (1) The area within a floodplain subject to a one-percent or greater chance of flooding in any year.
- (2) The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood insurance rate map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 1612.2.]

Flood insurance study (FIS). The official report provided by the Federal Emergency Management Agency that contains the flood insurance rate map, the flood boundary and floodway map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

Floodplain administrator. The office or position designated and charged with the administration and enforcement of this ordinance (may be referred to as the floodplain manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this ordinance.

Floodproofed. Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. [Also defined in FBC, B, Section 1612.2.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Freeboard. The additional amount of height above the base flood elevation used, ~~usually expressed~~ as a factor of safety in determining the level at which a structure's lowest floor must be elevated or floodproofed to be in accordance with state or community ~~feet, above a flood level for purposes of floodplain management regulations.~~

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 44 12, Historic Buildings.

Letter of map change (LOMC). An official determination issued by FEMA that amends or revises an effective flood insurance rate map or flood insurance study. Letters of map change include:

(1) *Letter of map amendment (LOMA):* An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective flood insurance rate map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

(2) *Letter of map revision (LOMR):* A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

(3) *Letter of map revision based on fill (LOMR-F):* A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

(4) *Conditional letter of map revision (CLOMR):* A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds gross vehicular weight rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or

(3) Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Manufactured home. A structure, transportable in one or more sections, which is eight feet or more in width and greater than 400 square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. ~~The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this ordinance, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, is the actual cash value (in-kind replacement cost depreciated for age, wear and tear, neglect, and quality of construction) determined by a qualified independent appraiser, or tax assessment value adjusted to approximate market value by a factor provided by the county property appraiser.~~

New construction. For the purposes of administration of this ordinance and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after July 7, 1981, and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after July 7, 1981.

Park trailer. A transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in F.S. § 320.01.]

Recreational vehicle. A vehicle, including a park trailer, which is: [See F.S. § 320.01.]

- (1) Built on a single chassis;
- (2) Four hundred square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in FBC, B Section 1612.2.]

Start of construction. The date of issuance of permits for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection

of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

Substantial improvement. Any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 1612.2.]

- (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to section 78-127 of this ordinance.

Variance. A grant of relief from the requirements of this ordinance, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by this ordinance or the Florida Building Code.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

([Ord. No. 01-14, § 2](#), 5-19-2014; [Ord. No. 02-17](#), § 1, 11-6-2017)

Secs. 78-133—78-140. - Reserved.

DIVISION 3. - FLOOD RESISTANT DEVELOPMENT

Sec. 78-141. - Buildings and structures.

(a) *Design and construction of buildings, structures and facilities exempt from the Florida Building Code.* Pursuant to section 78-124(c) of this ordinance, buildings, structures, and facilities that are exempt from the Florida Building Code, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24.

(b) Structures that are exempt from the Florida Building Code that are not walled and roofed buildings shall comply with the requirements of section 78-147 of this ordinance.

(c) Florida Building Code amendment to specify minimum elevation requirements. The minimum elevation requirement shall be as specified in the Florida Building Code or the base flood elevation plus three feet, whichever is higher.

(d) At-grade accessory structures. At-grade accessory structures are permitted provided the accessory structures are used only for parking or storage and:

- (1) If located in special flood hazard areas (Zone A/AE) other than coastal high hazard areas, are one-story and not larger than 600 sq. ft. and have flood openings in accordance

with Section R322.2 of the Florida Building Code, Residential.

(2) Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.

(3) Have flood damage-resistant materials used below the base flood elevation plus one (1) foot.

(4) Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to or above the base flood elevation plus one (1) foot.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-142. - Subdivisions.

- (a) *Minimum requirements.* Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:
 - (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
 - (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
 - (3) Adequate drainage is provided to reduce exposure to flood hazards; in zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.
- (b) *Subdivision plats.* Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:
 - (1) Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats ~~and final plats~~;
 - (2) Where the subdivision has more than 50 lots or is larger than five acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with section 78-125(b)(1) of this ordinance; and
 - (3) Compliance with the site improvement and utilities requirements of section 78-143 of this ordinance.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-143. - Site improvements, utilities and limitations.

- (a) *Minimum requirements.* All proposed new development shall be reviewed to determine that:
 - (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
 - (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
 - (3) Adequate drainage is provided to reduce exposure to flood hazards; in zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.
- (b) *Sanitary sewage facilities.* All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal

systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

- (c) *Water supply facilities.* All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.
- (d) *Limitations on sites in regulatory floodways.* No development, including but not limited to site improvements, and land disturbing activity involving fill or regrading, shall be authorized in the regulatory floodway unless the floodway encroachment analysis required in section 78-125(c)(1) of this ordinance demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation.
- (e) *Limitations on placement of fill.* Subject to the limitations of this ordinance, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures (zone A only), fill shall comply with the requirements of the Florida Building Code.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-144. - Manufactured homes.

- (a) *General.* All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to F.S. § 320.8249, and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this ordinance.
- (b) *Foundations.* All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of the Florida Building Code Residential Section R322.2 and this ordinance.
- (c) *Anchoring.* All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.
- (d) *Elevation.* Manufactured homes that are placed, replaced, or substantially improved shall comply with section 78-144(e) or (f) of this ordinance, as applicable.
- (e) *General elevation requirement.* Unless subject to the requirements of section 78-144(f) of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 (Zone A).
- (f) *Elevation requirement for certain existing manufactured home parks and subdivisions.* Manufactured homes that are not subject to section 78-144(e) of this ordinance, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

- (1) Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 (Zone A); or
- (2) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.
- (g) *Enclosures.* Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322 for such enclosed areas.
- (h) *Utility equipment.* Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the Florida Building Code, Residential Section R322.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-145. - Recreational vehicles and park trailers.

- (a) *Temporary placement.* Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:
 - (1) Be on the site for fewer than 180 consecutive days; or
 - (2) Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.
- (b) *Permanent placement.* Recreational vehicles and park trailers that do not meet the limitations in section 78-145(a) of this ordinance for temporary placement shall meet the requirements of section 78-144 of this ordinance for manufactured homes.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-146. - Tanks.

- (a) *Underground tanks.* Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.
- (b) *Above-ground tanks, not elevated.* Above-ground tanks that do not meet the elevation requirements of section 78-146(c) of this ordinance shall be permitted in flood hazard areas provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.
- (c) *Above-ground tanks, elevated.* Above-ground tanks in flood hazard areas shall be attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.
- (d) *Tank inlets and vents.* Tank inlets, fill openings, outlets and vents shall be:
 - (1) At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-147. - Other development.

- (a) *General requirements for other development.* All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the Florida Building Code, shall:
 - (1) Be located and constructed to minimize flood damage;
 - (2) Meet the limitations of section 78-143(d) of this ordinance if located in a regulated floodway;
 - (3) Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
 - (4) Be constructed of flood damage-resistant materials; and
 - (5) Have mechanical, plumbing, and electrical systems above the design flood elevation, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.
- (b) *Fences in regulated floodways.* Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of section 78-143(d) of this ordinance.
- (c) *Retaining walls, sidewalks and driveways in regulated floodways.* Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of section 78-143(d) of this ordinance.
- (d) *Roads and watercourse crossings in regulated floodways.* Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of section 78-143(d) of this ordinance. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of section 78-125(c)(3) of this ordinance.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Secs. 78-148—78-200. - Reserved.

SECTION 2. APPLICABILITY.

For the purposes of jurisdictional applicability, this ordinance shall apply in Town of Century. This ordinance shall apply to all applications for accessory structures in special flood hazard areas submitted on or after the effective date of this ordinance.

SECTION 3. INCLUSION INTO THE CODE OF ORDINANCES.

It is the intent of the Century Town Council that the provisions of this ordinance shall become and be made a part of the Town of Century Code of Ordinances, and that the sections of this ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect on **{insert date}**.

Use community's standard signature block

APPROVED:

TOWN OF CENTURY

By: _____

Alicia Johnson, Interim Mayor

ATTEST:

By: _____

Carrie Moore Town Clerk

TOWN OF CENTURY, FLORIDA

AGENDA ITEM REQUEST

TO: Town Council, Town of Century, FL

FROM: Carrie Moore Town Clerk

MEETING DATE: April 15, 2025

SUBJECT: Ordinance 05-2025 to update floodplain management regulations in compliance with the National Flood Insurance Program and the Florida Building Code, and to schedule the second and final reading on April 15, 2025, following proper advertisement.

RECOMMENDATION:

Staff recommends that the Town Council:

1. Conduct the **final reading** of **Ordinance No. 05-2025** on **April 15, 2025**.

MOTION:

"I move to approve the final reading of Ordinance No. 05-2025, to update floodplain management regulations in compliance with the National Flood Insurance Program and the Florida Building Code.

ATTACHMENTS:

- **Ordinance No. 05-2025**

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Ronnie Ledbetter

inc_weavers@bellsouth.net

ORDINANCE NO. 05-2024

AN ORDINANCE BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 78, ARTICLE V FLOODPLAINS, TO UPDATE THE DATE OF THE FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS SPECIFY; TO REFORMAT A LOCAL TECHNICAL AMENDMENT TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**TOWN OF CENTURY
AGENDA ITEM
TOWN COUNCIL MEETING
DATE: April 15, 2025**

Agenda Item Title:

Approval for transfer of funds from LOST

Background:

LOST Funds Transfer for Funding Number: CW-170330, Project Description: Improvements to the WWTP by installing a second tertiary filter.

Recommendation:

It is recommended that the Town Council approve the transfer of \$8,498.83 from LOST

Next Steps:

Pending Town Council approval, the Interim Mayor and Town Clerk will oversee the implementation of this Ordinance and ensure all necessary administrative steps are completed.

Report: CW Audit Report - as of 04/10/2025
Financial Statement for Auditors Through April 10, 2025

Project Sponsor: Century

Funding Number: CW-170330

CFDA:

FEID Number: 59-6017986

Project Description: Improvements to the WWTP by installing a second tertiary filter.

<u>Amendments</u>	<u>Award Date</u>	<u>Loan Amt.</u>	<u>PF Amt.</u>	<u>De-obligated Amt.</u>	<u>Total Amt.</u>	<u>Service Fees</u>	<u>Rate</u>	<u>GA Rate</u>
CW-170330	08/31/2011	464,942.00	0.00	-2,736.00	462,206.00	9,319.30	0.935000	0.935000
Totals:		464,942.00	0.00	-2,736.00	462,206.00	9,319.30		

*Grant Allocation Assessment

**This total may include your transfer grant payment on the loan.

Report: CW Audit Report - as of 04/10/2025
Financial Statement for Auditors Through April 10, 2025

	Loan	PF	Total
Amount Disbursed Through 04/10/2025:	462,206.00	0.00	462,206.00
Amount Disbursed 04/11/2024 - 04/10/2025**:	0.00	0.00	0.00
Capitalized Interest Through 04/10/2025:			1,246.74
Service Fees Assessed Through 04/10/2025:			9,244.00
Service Fees Assessed 04/11/2024 - 04/10/2025:			0.00
Service Fee Cap Int Through 04/10/2025:			0.00
Principal Paid Through 04/10/2025:			337,089.72
Principal Paid 04/11/2024 - 04/10/2025:			14,443.18
Interest (and GAA*) Paid Through 04/10/2025:			51,503.98
Interest (and GAA*) Paid 04/11/2024 - 04/10/2025:			2,554.48
Service Fee Interest Paid Through 04/10/2025:			75.30
Service Fee Interest Paid 04/11/2024 - 04/10/2025:			0.00
Service Fee Paid 04/11/2024 - 04/10/2025:			0.00
Service Fee Paid Through 04/10/2025:			9,244.00

Principal Due as of 04/10/2025:			126,363.02
Interest Due as of 04/10/2025:			587.11
GAA* Due as of 04/10/2025:			4,386.55
Service Fee Due as of 04/10/2025:			0.00
Service Fee Interest Due as of 04/10/2025:			0.00
Total Due as of 04/10/2025:			131,336.68

Repayments Made as of 04/10/2025:			24
Repayments Remaining as of 04/10/2025:			16
Present Repayment Amount:			8,498.83
Semi-Annual Repayment Dates:			April 15 & October 15
Proposed Date of First Repayment:			04/15/2013

*Grant Allocation Assessment

**This total may include your transfer grant payment on the loan.

Agenda Item Title:

Adoption of Boil Water Notification (BWN) Standard Operating Procedure

Meeting Date:

April 15, 2025

Department:

Water and Sewer/Administration

Requested By:

Howard W. Brown, Jr., Interim Town Manager

Background:

The Town of Century, as a regulated community public water system, is required under Chapters 62-555 and 62-560 of the Florida Administrative Code to have in place a documented and compliant Boil Water Notification (BWN) Standard Operating Procedure (SOP). The SOP outlines clear procedures and responsibilities for issuing and rescinding precautionary Boil Water Notices, ensuring compliance with the Safe Drinking Water Act and safeguarding public health.

This SOP will guide coordination between the Town, its contracted water system operators, the Florida Department of Environmental Protection (DEP), and the Department of Health (DOH). It includes templates for notifications in both English and Spanish, sample collection requirements, customer notification protocols, and record retention standards.

Recommendation:

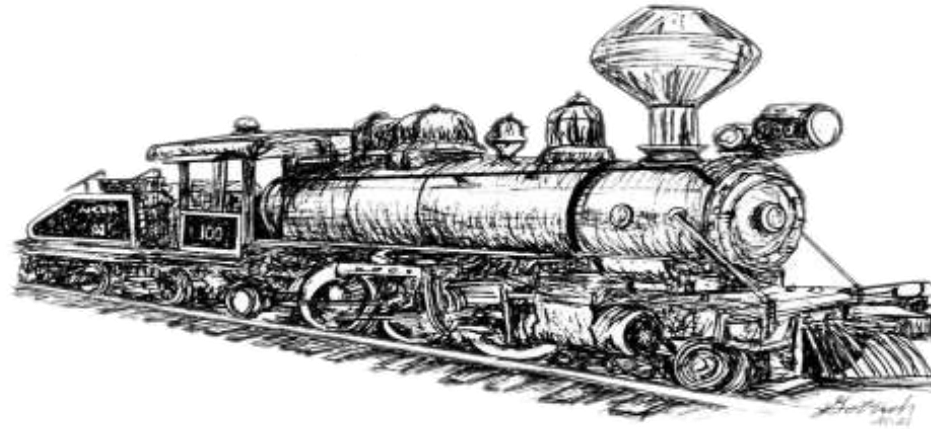
Staff recommends that the Town Council adopt the "Boil Water Notification Standard Operating Procedure" dated December 23, 2024, to formalize and standardize the Town's response to water system incidents requiring public notification.

Attachment:

- Boil Water Notification Standard Operating Procedure (Dated 12/23/2024)

Proposed Motion:

"I move to adopt the Town of Century Boil Water Notification Standard Operating Procedure dated December 23, 2024, as the official policy for issuance and rescission of precautionary boil water notices."



Boil Water Notification Standard Operating Procedure

Transforming Practice into Policy
Town of Century, Florida

Intent

- This SOP transforms current operational practices into a formal policy framework aligned with Chapters 62-555 and 62-560 of the Florida Administrative Code.

It ensures consistent response to water quality incidents, compliance with public health standards, and improved transparency and accountability.

Boil Water Notice (BWN) Triggers

- A BWN must be issued for:
 - - Fecal coliform/E. coli detection
 - - Zero/low water pressure
 - - Watermain breaks
 - - Flooded wells
 - - Disaster-related events
 - (Surface water triggers not currently applicable)
- Prepared by: Allen Fowler, Water and Wastewater Operator, Clearwater Solutions
- Date: April 15, 2025

Customer Notification Procedure

- Notification must occur within 24 hours by:
 - - Posting signs, flyers, or door hangers
 - - Posting on the Town website
 - - Newspaper announcement
 - If lasting over 3 business days, provide an update.
 - Rescission must use the same notification methods.
- Prepared by: Allen Fowler, Water and Wastewater Operator, Clearwater Solutions
 - Date: April 15, 2025

BWN Process Overview

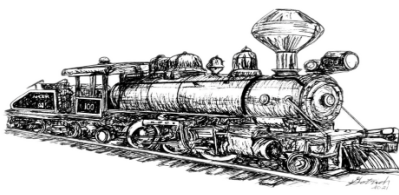
- 1. Town notifies Operations
 - 2. Operations drafts and submits BWN to DEP, DOH, and Clerk
 - 3. Clerk implements customer notifications
 - 4. Operations provides updates
 - 5. Rescind BWN after required testing and residuals
- Prepared by: Allen Fowler, Water and Wastewater Operator, Clearwater Solutions
 - Date: April 15, 2025

Rescinding a BWN

- A BWN is rescinded only after:
 - - Achieving required chlorine residuals
 - - Two consecutive days of absent bacteriological results
 - - Proper sampling (upstream, downstream, source)
 - - Official notice sent to DEP, DOH, and Town Clerk
- Prepared by: Allen Fowler, Water and Wastewater Operator, Clearwater Solutions
- Date: April 15, 2025

Record Retention

- Maintain:
 - - SOP document (share with DEP/DOH)
 - - All BWNs, rescissions, and lab results for 5 years
 - Ensure documents are accessible and updated as required.
- Prepared by: Allen Fowler, Water and Wastewater Operator, Clearwater Solutions
 - Date: April 15, 2025



BOIL WATER NOTIFICATION STANDARD OPERATING PROCEDURE

PUBLIC WATER SYSTEM NAME: Town of Century, Florida
PUBLIC WATER SYSTEM ID#: 1170613
PUBLIC WATER SYSTEM TYPE: Community Water System
OPERATIONAL LEVEL: Treatment: 5C & Distribution: Category I, Level 3
POPULATION: ~3,500
ADDRESS: 7995 North Century Boulevard, Century, FL 32535
PHONE NUMBER: (850) 256-3208
WEBSITE: <https://www.townofcenturyflorida.com/>

FACILITY DETAILS:

SOURCES	TREATMENT	STORAGE	BOOSTER STATION
Well #1 Blackmon (AAA5128)	Blackmon: Gas Cl ₂ & Lime	Blackmon: 100,000 gal	Prison
Well #2 Henry (AAA6726)	Henry: Gas Cl ₂ & Lime	Henry: 300,000 gal	
Well #3 Prison (AAA5129) - Inactive		Prison: 200,000 gal	
Max Daily Production: 805,000 gal		Total Capacity: 600,000 gal	

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Attachment 4 – Operations Directions for Completing BWN Templates	14

DEFINITIONS

Bacteriological Samples/Sampling: Shall mean testing drinking water for total coliform (TC) and *Escherichia coli* [E. coli] at an appropriately State certified laboratory. Water sample(s) shall be collected using an appropriate Chain of Custody (62-550.730, Attachment 2) and analyzed using appropriate methods. Water sample(s) that test absent for TC and EC shall be considered free of bacteriological growth. See Rescind BWN Procedures below for additional details. State certified laboratories can be searched here: <https://qlik.dep.state.fl.us/anon/sense/app/17c7c199-2c02-4f1e-9288-ad20a293694a/sheet/2c856f40-bcad-4024-ba35-88276ab274c3/state/analysis>.

Section 6, Item F.

Boil Water Notification (BWN): Shall mean a precautionary boil water notice issued by the Town of Century for Customers impacted by events that may impact water quality at the Town's discretion or as specified in the eight (8) BWN Triggers specified below.

Business Days: Shall mean Monday through Friday. Three business days shall mean any combination of days of Monday through Friday, excluding Saturday and Sunday. Example: Friday – Tuesday shall be considered three business days.

Combined Chlorine Residual: Shall mean the concentration of disinfection measured in the distribution system of the Public Water System (PWS). PWS shall maintain free chlorine residuals between 0.2-4.0 mg/L or a combined chlorine residual (for gas chlorinated systems) between 0.6-4.0 mg/L throughout their drinking water system in accordance with 62-555.350(6) of the Florida Administrative Code (F.A.C.).

Consecutive Days: Shall mean two samples collected a minimum of 24 hours apart, but not to exceed 48 hours apart. Note, laboratories which analyze bacteriological samples may not be open on Saturday and Sunday. As such, BWNs may be active over weekends (see Customer Notification Procedures below).

Contract Operations Company (Operations): Shall mean a contracted operator(s) or company supplying operations to the Town of Century. The operator(s) directly responsible for the Town of Century shall be appropriately certified for their applicable role(s) in distribution and treatment in accordance with all applicable Florida Administrative Code (F.A.C.) requirements. Operations shall carry out duties related to BWNs in accordance with procedures listed below.

Department of Environmental Protection (DEP): Shall mean the Florida Department of Environmental Protection as the State's lead agency for environmental management and stewardship, protecting Florida's air, water, and land as granted by the U.S. Environmental Protection Agency. The DEP tracks BWNs/updates/Rescission of BWNs and address Customer questions as needed.

Department of Health (DOH): Shall mean the Florida Department of Health. Within Florida, the Department of Environmental Protection (DEP) is the primary agency responsible for enforcing the Safe Drinking Water Act (SDWA). The DEP has delegated authority to the Florida Department of Health to implement the SDWA in six counties: Hillsborough, Miami-Dade, Palm Beach, Polk, Sarasota, and Volusia. As a courtesy in all other counties, the Health Department should be notified of BWNs for Public Water Systems (PWS). After receiving BWNs, they may be posted to the DOH's website (county dependent): <https://www.floridahealth.gov/environmental-health/drinking-water/boil-water-notices/index.html>

Environmental Protection Agency (EPA): Shall mean the U.S. Environmental Protection Agency which, through the U.S. Congress passed Safe Drinking Water Act of 1974, protects public health through the establishment and enforcement of standards public drinking water systems must follow.

Florida Administrative Code (F.A.C.): Shall mean the Code established to assure that public water systems supply drinking water which meets minimum requirements, the Federal Government enacted PL 93-523, the "Safe Drinking Water Act." The scheme of that law was to give primary responsibility for public water systems programs to states to implement a public water system program. Also, the legislature of Florida has enacted the "Florida Safe Drinking Water Act," Sections 403.850-.864, F.S. Chapters 62-555 and 62-560, F.A.C., are promulgated to implement the requirements of the Florida Safe Drinking Water Act and to acquire and maintain primacy for Florida under the Federal Act. Chapters 62-555 and 62-560, F.A.C., adopt national primary and secondary drinking water standards of the Federal Government where possible, and otherwise create additional rules to fulfill state and Federal requirements.

Public Water System (PWS): Shall mean a system for the provision to the public of water for human consumption thorough pipes or other constructed conveyances, if such system has at least fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty days out of the year. The Town of Century is classified as a Community Water System (CWS) and meets the definition of a PWS.

Rescission/Rescind(ed) Boil Water Notice: Shall mean the lift/voke/completion of a precautionary boil water notice issued by the Town of Century for Customers impacted by events that may impact water quality. The BWN shall not be rescinded without two (2) consecutive days of absent bacteriological sampling from the impacted area of the PWS (see Rescind BWN Procedure below).

Safe Drinking Water Act (SDWA): Shall mean the law passed by U.S. Congress in 1974, and amended in 1986 and 1996, to protect public health by regulating the nation's public drinking water supply/sources (rivers, lakes, reservoirs, springs, and ground water wells), through the regulation of national health-based standards to protect against both naturally-occurring and man-made contaminants that may be found in drinking water.

Standard Operating Procedure (SOP): Shall mean the formal, written instruction that details specific steps and processes required to complete a particular task or operation for an organization using applicable best industry standards.

Town of Century (Town): Shall mean Town staff involved with BWN procedures as applicable below. This may include the Town Clerk and/or administrative staff as specified by the Town.

INTENT

In accordance with the Florida Administrative Code (F.A.C.) Chapters 62-555 and 62-560, the Town of Century shall establish the following Boil Water Notices (BWN) Standard Operating Procedure for issuing and rescinding Boil Water Notices for customers served by the Public Water System (PWS) using guidelines established by the Department of Health (DOH).

The Town will coordinate with the Contract Operations Company (Operations) to communicate all BWN information for appropriate completion of requirements of this BWN SOP. This includes establishing communication chains and defining responsibilities.

BWN TRIGGERS

A public water system may issue a precautionary boil water notice using the DOH's guidelines if it is determined necessary. However, a BWN shall always be issued for the following reasons:

1. Confirmation water samples indicate the presence of fecal coliform bacteria, *Escherichia coli* (*E. coli*), or other waterborne pathogens;
2. Surface water with turbidity higher than 1.0 NTU*;
3. Abrupt changes in water quality for surface water or groundwater under the direct influence of surface water systems*;
4. Zero or negative water pressure;
5. Low water pressure (below 20 psi);
6. Watermain breaks or service interruptions;
7. Flooding of well(s); or
8. Disaster related events.

NOTE: Asterisked triggers are not applicable for the Town at this time. If at any point the source(s) change to include surface water or groundwater under the direct influence of surface water, these triggers will become applicable.

CUSTOMER NOTIFICATION PROCEDURE

1. The Town shall notify customer affected by a BWN as soon as possible, but not to exceed 24-hours by:
 - a. Posting BWN signs, door hangers, or flyers in the affected area;
 - b. Posting the BWN on the Town's website; and
 - c. Notification through the local newspaper.

If at any time in the future the Town implements a reverse 911 message system or other electronic notification, those tools shall also be utilized to notify customers who have opted to participate in the BWN notification process.

2. The BWN shall include all required information in accordance with 62-560.410(1)(a)(5). Please note, if 10% or more of the customers affected by the BWN are native Spanish speakers, the BWN shall also be posted in Spanish (see Attachment 1).
3. If a BWN lasts more than three (3) business days, Operations shall provide the Town with an updated status on the BWN which shall include, at a minimum, a tentative timeline for rescinding the BWN. The Town shall post the update to the Town's website.
4. At the conclusion of the BWN, the Town shall notify customers affected by a BWN by Rescinding the BWN as soon as possible, but not to exceed 24-hours by the same method(s) the BWN.
5. The rescinded BWN shall include all required information in accordance with 62-560.410(1)(a)(5) (see Attachment 2).

BWN PROCEDURE

1. The Town shall notify Operations of any issue(s) requiring a BWN (see BWN Triggers above).
2. Operations shall draft the BWN for the Town and transmit it to the Department of Environmental Protection (DEP), Department of Health (DOH), and Town Clerk.
3. The Town Clerk will implement the **Customer Notification** procedures.
4. Customers shall direct questions regarding the BWN to the Town via phone or by visiting the Town’s website.
5. Operations shall provide BWN status updates to the Town upon request. At no point shall a BWN be active for more than three (3) business days without providing the Town with an update to publish on the Town’s website. The update shall also be provided to the DEP and DOH at this time by Operations. Please note, if the BWN was published in Spanish, the update must also be published in Spanish.

RESCIND BWN PROCEDURE

1. In accordance with 62-555.340, Operations shall not rescind a BWN without achieving a combined chlorine residuals being between 0.6-4.0 mg/L in the impacted area of the distribution system and receiving two (2) consecutive days of absent bacteriological sampling from the impacted area of the PWS (see Definitions above for additional details and Attachment 2).
 - a. A minimum of three (3) samples shall be collected at the impact site per day.
 - i. One from the affected area(s);
 - ii. One from upstream of the affected area(s); and
 - iii. One from downstream of the affected area(s).
 - b. Additionally, at least one sample must be collected from each source that serves the impacted area(s).
2. After the successful collection of two consecutive days of bacteriological sampling, Operations shall draft the Rescinded BWN and provide it and the two consecutive days of bacteriological results to the DEP and DOH. Operations shall also provide a copy of the Rescinded BWN to the Town Clerk. Please note, if the BWN was published in Spanish, the Rescinded BWN must also be published in Spanish (see Attachment 3).
3. The Town Clerk will implement the **Customer Notification** procedures.
4. Customers shall direct questions regarding the Recission of the BWN to the Town via phone or by visiting the Town’s website.

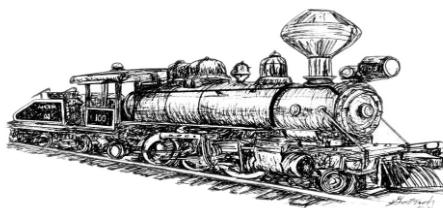
RECORD RETENTION

1. Maintain this BWN SOP in an accessible location and provide copies to Operations for reference. This BWN SOP shall also be made available to the DEP and DOH as part of the Sanitary Survey process. The BWN SOP shall be periodically reviewed and updated as necessary to maintain compliance with all applicable Rules and Codes.
2. The Town shall file and maintain all BWNs, Rescinded BWNs, and bacteriological results in the PWS files for a minimum of five (5) years in accordance with F.A.C. Chapter 62-550.720.

Please note, Attachment 4 has directions for Operations to complete the BWN and Rescind BWN templates. Both documents contain a Spanish version for use as needed.

ATTACHMENT 1

Section 6, Item F.



TOWN OF CENTURY

PWS ID# 1170613

PRECAUTIONARY BOIL WATER NOTICE

A Precautionary Boil Water Notice is being issued to

at _____ on _____ due to SELECT ONE

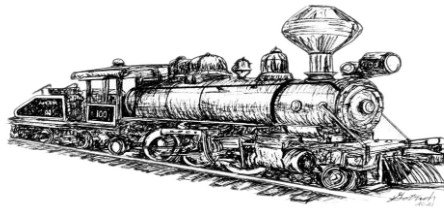
In accordance with Chapters 62-555 and 62-560 of the Florida Administrative Code, this situation requires a Precautionary Boil Water Notice to be issued to customers.

As a precaution, we advise that all water used for human or pet consumption should be boiled. This includes, but is not limited to, water used for: drinking, diluting beverages, making ice, making infant formula, cooking, washing dishes, bathing, contact with an individual's face, brushing teeth, etc.

- ✓ Bring water to a rolling boil ($\geq 212^{\circ}$ F) for three minutes.
- ✓ Let water cool sufficiently ($\leq 110^{\circ}$ F) prior to use.
- ✓ In lieu of boiling, individuals may purchase bottled water for use.
- ✓ In the event water cannot be boiled, tap water can be chemically disinfected by either:
 - Adding 8 drops of NSF Certified, unscented household bleach (6% sodium hypochlorite) to each gallon of water. Mix well and let stand for a minimum of 30 minutes prior to use. For cloudy water, use 16 drops of bleach. Mix and let stand as directed above. DO NOT USE granular bleach for disinfection; it is poisonous.
 - Other approved chemical disinfectants (purification tablets) are available at stores that sell outdoor supplies. Follow manufacturer directions for use, storage, and disposal.

This Precautionary Boil Water Notice will remain in effect until the above-mentioned issue has been resolved, adequate disinfection levels are restored, and two consecutive days of bacteriological sampling indicates that the water is safe to drink. You will be provided with notice when the Precautionary Boil Water Notice has been rescinded.

If you have any questions, please contact the Town of Century at (850) 256-3208 or visit our website at <https://www.townofcenturyflorida.com>.



CIUDAD DEL SIGLO

PWS ID# 1170613

AVISO DE PRECAUCIÓN PARA HERVIR AGUA

Se está emitiendo un aviso de precaución para hervir agua al

a la _____ del _____ debido a SELECT ONE

De acuerdo con los Capítulos 62-555 y 62-560 del Código Administrativo de Florida, esta situación requiere que se emita a los clientes un Aviso de precaución para hervir el agua.

Como precaución, aconsejamos que toda el agua utilizada para consumo humano o de mascotas se hierva. Esto incluye, entre otros, el agua utilizada para: beber, diluir bebidas, hacer hielo, preparar fórmula infantil, cocinar, lavar platos, bañarse, contacto con la cara de una persona, cepillarse los dientes, etc.

- ✓ Deje hervir el agua ($\geq 212^{\circ}$ F) durante tres minutos.
- ✓ Deje que el agua se enfríe lo suficiente ($\leq 110^{\circ}$ F) antes de usarla.
- ✓ En lugar de hervir, las personas pueden comprar agua embotellada para usar.
- ✓ En caso de que no se pueda hervir el agua, el agua del grifo se puede desinfectar químicamente mediante:
 - Agregar 8 gotas de blanqueador doméstico sin perfume certificado por NSF (hipoclorito de sodio al 6%) a cada galón de agua. Mezclar bien y dejar reposar un mínimo de 30 minutos antes de usar. Para agua turbia, utilice 16 gotas de lejía. Mezclar y dejar reposar como se indica arriba. NO USE lejía granular para desinfectar; es venenoso.
 - Otros desinfectantes químicos aprobados (tabletas purificadoras) están disponibles en tiendas que venden suministros para exteriores. Siga las instrucciones del fabricante para su uso, almacenamiento y eliminación.

Este Aviso de precaución para hervir el agua permanecerá vigente hasta que se resuelva el problema mencionado anteriormente, se restablezcan los niveles de desinfección adecuados y dos días consecutivos de muestreo bacteriológico indiquen que el agua es segura para beber. Se le notificará cuando se rescinda el Aviso de precaución para hervir agua.

Si tiene alguna pregunta, comuníquese con Ciudad Del Siglo al (850) 256-3208 o visite nuestro sitio web en <https://www.townofcenturyflorida.com>.

ATTACHMENT 2

Section 6, Item F.

DRINKING WATER MICROBIAL SAMPLE COLLECTION & LABORATORY REPORTING FORMAT

(62-550.730 Reporting Format Effective 01/1995, Revised 02/2010)

Section 6, Item F.

[INSERT LAB NAME, ADDRESS, & CERTIFICATION NUMBER]

Lab Receipt Date & Time: _____
 Analysis Date & Time: _____
Sample Acceptance Criteria:
 Sample Preservation: On Ice Not On Ice _____°C
 Disinfectant Check: Not Detected _____ mg/L
 This sample does not meet the following NELAC requirements:

Report Number: _____ Sub-Contract Lab ID: _____

Analysis Requested: (check all that apply)
 Total Coliform/*E. coli* Total Coliform/Fecal Enterococci Coliphage HPC Other: _____

Public Water System (PWS) Name: _____ **PWS I.D.** _____

PWS Address: _____ City: _____

PWS or PWS Owner's Phone #: _____ Fax #: _____

Collector: _____ **Collector's Phone #:** _____

Type of Supply: (check only one)
 Community Water System Non-Transient Non-community Water System Transient Non-community Water System
 Limited Use System Bottled Water Private Well Swimming Pool Other: _____

Reason for Sampling: (check all that apply)
 Distribution Routine Distribution Repeat Raw (triggered or assessment) Raw (triggered or assessment) additional Well Survey
 Clearance Replacement (also check type of sample being replaced) Boil Water Notice Other: _____

Sample Collection Date: _____

To be completed by collector of sample						To be completed by lab				
Sample #	Sample Point (Location or Specific Address)	Sample Collection Time	Sample Type ¹	Disinfectant Residual (mg/L)	pH	Analysis Method(s) ² :				
						Non-Coliform	Total Coliform	Fecal, <i>E. coli</i> , Enterococci, or Coliphage ³	Data Qualifier ⁴	Lab Sample #

Average of disinfectant residuals for distribution routine & repeat samples.⁵ Free chlorine or Total chlorine (circle one)

Disinfectant Residual Analysis Method:
 DPD Colorimetric Other: _____
Person performing disinfectant analysis is (see instructions on reverse):
 A certified operator (# _____)
 Supervised by certified operator (# _____)
 Employed by a certified lab Employed by DEP or DOH
 Authorized representative of supplier of water

Unless otherwise noted, all tests are performed in accordance with NELAC standards, and the results relate only to the samples.

Date and time PWS notified by lab of positive results: _____

Date and time DEP/DOH notified by lab of positive results: _____

Date Report Issued: _____

Lab Signature: _____

Title: _____

[INSERT NAME AND MAILING ADDRESS OF PERSON TO RECEIVE REPORT]

DEP/DOH USE ONLY

Satisfactory
 Incomplete Collection Information
 Repeat Samples Required
 Replacement Samples Required

Date Reviewed by DEP/DOH: _____
 DEP/DOH Reviewing Official: _____

¹ For Sample Types see Instructions item I 16.
² For Analysis Methods see Instructions item II 6.
³ Please circle appropriate selection.
⁴ Defined in Florida Administrative Code Rule 62-160, Table 1.
⁵ Complete for community & non-transient non-community systems serving populations up to and including 4,900. Do not include raw or plant samples in the average.

**DRINKING WATER MICROBIAL SAMPLE COLLECTION
& LABORATORY REPORTING FORMAT**

INSTRUCTIONS

The attached is an example of the reporting format specified in Rule 62-550.730, Florida Administrative Code (F.A.C.). This format is to be used by laboratories for reporting drinking water analyses to the appropriate Department of Environmental Protection (DEP) or Department of Health (DOH) office. For analysis results to be acceptable for compliance with Chapter 62-550, F.A.C., laboratories performing the analyses must be certified to perform drinking water analyses by the DOH and must report results in accordance with Chapter 62-160, F.A.C. Computer-generated or otherwise personalized reports will be accepted as long as they conform to this format.

I. Fields to be completed by the sample collector:

1. Analysis Requested..... Check the box next to the type of test being requested.
2. Public Water System (PWS)..... Provide the full name of the public water system.
3. PWS I.D..... Provide the 7-digit DEP PWS ID number.
4. PWS Address..... Indicate the PWS's mailing address.
5. City..... Indicate the city in which the PWS is located (if not in a city, indicate county).
6. PWS or Owner's Phone #..... Provide the PWS or PWS owner's phone number in case there are positive results.
7. PWS or PWS Owner's Fax #..... Provide the PWS or PWS owner's fax number.
8. Collector..... Provide the sample collector's first and last name.
9. Collector's Phone #..... Provide the sample collector's phone number.
10. Type of Supply..... Check the box next to the type of PWS or source being tested.
11. Reason for Sampling..... Check the box next to the reason the samples are being collected.
12. Sample Collection Date..... Provide the date the samples are collected. If samples are collected on more than one day, provide the collection date for each sample.
13. Sample #..... Provide a unique number for each sample.
14. Sample Point..... Provide the specific street address (or equivalent) for each sample collected.
15. Sample Collection Time..... Provide the time of collection for each sample collected.
16. Sample Type..... Indicate the sample type for each sample collected. Sample type codes are: D = Distribution (routine compliance), C = Repeat/Check, R = Raw, N = Entry Point to Distribution, P = Plant Tap, S = Special (clearance, etc.).
17. Disinfectant Residual..... Indicate the disinfectant residual in mg/L (Chlorine, Chloramines, Chlorine Dioxide, etc.).
18. pH..... Not required for drinking water samples.
19. Average of Disinfectant Residuals..... Indicate the average of the disinfectant residuals for type "D" and "C" samples at community and non-transient non-community public water systems.
20. Disinfectant Residual Analysis Method..... Indicate the method used to determine disinfectant residual(s).
21. Person performing disinfectant analysis..... Indicate the qualifying status of the person performing disinfectant analyses. This only applies to disinfectant analyses for type "D" and "C" samples at community and non-transient non-community public water systems.
22. Name and Mailing Address of Person to Receive Report..... Provide the name and mailing address of the PWS owner or representative who will receive the report.

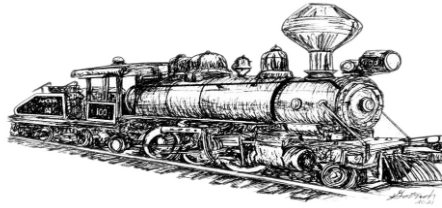
II. Fields to be completed by the laboratory:

1. Lab Name, Address, & Certification Number..... This information may be stamped or permanently added to the format.
2. Lab Receipt Date & Time..... Indicate the date and time samples were received in the lab.
3. Analysis Date & Time..... Indicate the date and time of analysis.
4. Sample Preservation..... Indicate whether or not the samples were on ice and the temperature of the samples.
5. Disinfectant Check..... Indicate whether or not a disinfectant was detected and at what level. Circle free or total.
6. Analysis Method(s)..... Indicate analysis methodology and method citation used (e.g. "Colilert, SM9223B").
The laboratory must be certified by DOH for the method indicated for the results to be accepted.
7. Non-Coliform..... Indicate the presence or absence of non-coliform bacteria. *
8. Total Coliform..... Indicate the presence or absence of total coliform bacteria.*
9. Fecal Coliform..... Indicate the presence or absence of fecal coliform bacteria.*
10. *E. coli*..... Indicate the presence or absence of *E. coli* bacteria.*
11. Enterococci..... Indicate the presence or absence of enterococci bacteria.*
12. Coliphage..... Indicate the presence or absence of coliphage. *
13. Data Qualifier..... Provide a data qualifier if necessary. (See F.A.C. Rule 62-160.)
14. Lab Sample #..... Provide a unique number for each sample.
15. Date and time PWS notified by lab of positive results..... In the event of positive results, indicate the date and time the lab notified the PWS.
16. Date and time DEP/DOH notified by lab of positive results..... In the event of fecal coliform, *E. coli*, enterococci, or coliphage positive results, indicate the date and time the lab notified the appropriate DEP or DOH Office.
17. Lab Signature..... Signature of lab director or other authorized representative of the lab.
18. Title..... Provide the title of the lab representative signing the report.

* A = Bacteria/Coliphage Absent, P = Bacteria/Coliphage Present, C = Confluent Growth, TNTC = Too Numerous To Count

ATTACHMENT 3

Section 6, Item F.



TOWN OF CENTURY

PWS ID# 1170613

RESCISSION OF PRECAUTIONARY BOIL WATER NOTICE

The Precautionary Boil Water Notice issued for your water system on _____ has been rescinded.

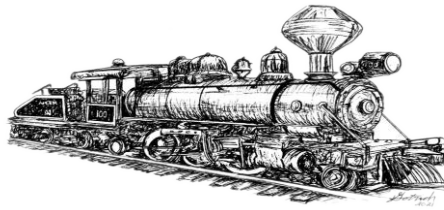
The issue was resolved, adequate disinfection levels were restored, and the drinking water was tested for total coliform bacteriological growth for two consecutive days.

The samples tested absent of total coliform bacteriological growth. The bacteriological survey now shows that the water is safe to drink.

We encourage individuals impacted by boil water notices to complete the following actions prior to resuming normal water use:

- ✓ Flush the water lines in their residence for five minutes by opening all water faucets (both hot and cold) and flushing all toilets.
- ✓ Discard three batches of ice cubes and disinfect the ice bin prior to use.
- ✓ Flush one full volume of water through all hot water heaters, water coolers, in-line filters, etc.
- ✓ Disinfect or replace all filters on units and run water softeners through a regeneration cycle prior to use.
- ✓ Consult your owner's manuals for additional flushing, cleaning, or disinfecting directions.

If you have any questions, please contact the Town of Century at (850) 256-3208 or visit our website at <https://www.townofcenturyflorida.com>.



CIUDAD DEL SIGLO

PWS ID# 1170613

RESCISIÓN DEL AVISO DE PRECAUCIÓN PARA HERVIR AGUA

El Aviso de precaución para hervir agua emitido para su sistema de agua el _____ ha sido rescindido.

El problema se resolvió, se restauraron los niveles de desinfección adecuados y se analizó el agua potable para detectar crecimiento bacteriológico de coliformes totales durante dos días consecutivos.

Las muestras no mostraron crecimiento bacteriológico de coliformes totales. El estudio bacteriológico muestra ahora que el agua es potable.

Alentamos a las personas afectadas por avisos de hervir el agua a completar las siguientes acciones antes de reanudar el uso normal del agua:

- ✓ Descargue las líneas de agua de su residencia durante cinco minutos abriendo todos los grifos de agua (tanto caliente como fría) y descargando todos los inodoros.
- ✓ Deseche tres lotes de cubitos de hielo y desinfecte el depósito de hielo antes de usarlo.
- ✓ Enjuague un volumen completo de agua a través de todos los calentadores de agua, enfriadores de agua, filtros en línea, etc.
- ✓ Desinfecte o reemplace todos los filtros de las unidades y haga funcionar los ablandadores de agua en un ciclo de regeneración antes de su uso.
- ✓ Consulte los manuales del propietario para obtener instrucciones adicionales de lavado, limpieza o desinfección.

Si tiene alguna pregunta, comuníquese con Ciudad Del Siglo al (850) 256-3208 o visite nuestro sitio web en <https://www.townofcenturyflorida.com>.

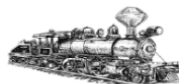
ATTACHMENT 4

Section 6, Item F.

OPERATIONS DIRECTIONS FOR COMPLETING BWN TEMPLATES

BWN TEMPLATE

There are seven (7) locations to enter information on the BWN Template which will need completed. Six (6) are on page One (English) and one (1) is on page Two (Spanish). See photographs below (L is English, R is Spanish).



TOWN OF CENTURY

PWS ID# 1170613

PRECAUTIONARY BOIL WATER NOTICE

1 -> []

A Precautionary Boil Water Notice is being issued to [] <- 2
 at [] on [] due to SELECT ONE [] <- 3
 ^4 ^5 <- 6
 In accordance with Chapters 62-555 and 62-560 of the Florida Administrative Code, this situation requires a Precautionary Boil Water Notice to be issued to customers.



CIUDAD DEL SIGLO

PWS ID# 1170613

AVISO DE PRECAUCIÓN PARA HERVIR AGUA

Se está emitiendo un aviso de precaución para hervir agua al []
 a la [] del [] debido a SELECT ONE [] <- 7
 De acuerdo con los Capítulos 62-555 y 62-560 del Código Administrativo de Florida, esta situación requiere que se emita a los clientes un Aviso de precaución para hervir el agua.

Fill in the boxes (numbered on photographs above) according to the directions below.

1. Select the date of the BWN notification.
 - a. The date is automatically transferred to Page 2.
2. Enter the affected location in the blank space.
 - a. This line is automatically transferred to Page 2.
 - i. Ex. "the entire Town of Century"
 - ii. Ex. "221, 231, 241 E Hecker Rd"
3. Enter overflow from box 2 into box 3 if needed.
 - a. This line is automatically transferred to Page 2.
4. Enter the approximate time BWN started.
 - a. The time is automatically transferred to Page 2.
 - i. Ex. "10:15 am"
 - ii. Ex. "5:30 pm"
5. Enter date the BWN
 - a. The date is automatically transferred to Page 2.
 - i. Ex. "12/01/24"
6. Select the appropriate reason for the BWN from the 12 dropdown options:
 - a. A main break;
 - b. A line repair;
 - c. Equipment malfunction;
 - d. Equipment maintenance;
 - e. A power outage;
 - f. Low water pressure;
 - g. A loss of water;
 - h. Low chlorine residual;
 - i. A total coliform+ water sample;
 - j. An E. coli+ water sample;
 - k. A planned service outage; or
 - l. A storm event.
7. Select the appropriate reason for the BWN on the Spanish version of the BWN. The lines are in the same order as the English version.

BWN RECISSION TEMPLATE

There are two (2) locations to enter information on the BWN Recission Template which will need completed. Both are on Page one (English). See photograph below.



1 -> [redacted]

RECISSION OF PRECAUTIONARY BOIL WATER NOTICE

The Precautionary Boil Water Notice issued for your water system on [redacted] has been rescinded. ^ 2

Fill in the boxes (numbered on photograph above) according to the directions below.

1. Select the date of the BWN Recession notification.
 - a. The date is automatically transferred to Page 2.

2. Enter the date that the BWN was issued to the City.
 - a. The date is automatically transferred to Page 2.

Please note, both the BWN and BWN Recission notices should be sent to the following:

- Northwest District at DEP_NWD@dep.state.fl.us
- Escambia County Health Department at AskEH@flhealth.gov



Town of Century Personnel Administration Policy

Adopted:

Revised:

These policies, procedures, and guidelines were developed to assist administrators, managers, supervisors, and employees understand and interpret the manner in which business will be conducted at the Town of Century. This is not an all-inclusive collection of policies, procedures, and guidelines.



PERSONNEL ADMINISTRATION

The Town of Century recognizes the value of a merit-based personnel system for its employees. As the official responsible for the employment of all Town employees per the Town Charter, the Council retains the right to alter or amend the scope of coverage of this policy and may exclude individuals or categories of employees from coverage based upon the employee’s employment status. Employees covered by collective bargaining units or individual employment contracts are covered by this policy only to the extent that the collective bargaining agreements or contracts are silent on an issue or do not conflict with this policy; in the event of conflicting provisions or language, the language of the collective bargaining agreement or contract will prevail.

Section A-1: DEFINITIONS

As used in this chapter, the following listed terms, words and phrases have the indicated meanings:

- A. Administrative service - All positions within the Town, whether elected, appointed, salaried, hourly, honorary, gratuitous or any combination.
- B. Appointing authority - the Town Council or their designee.
- C. Appointment – Initial employment of a person in a position within the service of the Town of Century.
- D. Class – A group of positions similar as to duties performed, level of responsibility, qualifications, training, experience, or skill, and such other characteristics that the same title and the same rate of compensation may be applied to each position in the group.
- E. Demotion - A change of an employee from a position in one class to a position in another class having a lower minimum starting salary and with less discretion and/or responsibility.
- F. Department - A unit within the organizational structure of the Town, with specific duties.
- G. Eligible - A person who has properly filed an application, met the requirements of a position, and successfully completed the examination/screening process and is qualified to be placed on a list of qualified applicants.
- H. Eligible list - A list of names taken from the eligible register, used for promotions and entrance appointments. A list established from an internal recruitment



- contains the names of the top five (5) applicants; a list established from an external recruitment contains the names of the top twenty-five (25) applicants.
- I. Employee - A person appointed to a position in the service of the Town for which they are compensated on a full-time or part-time basis.
 - J. Employment - The initial appointment to a position within the service of the Town.
 - K. External Recruitment: Position open to persons not employed by the Town of Century.
 - L. Internal Recruitment: Position open to persons employed by the Town of Century.
 - M. Lay-off – An authorized reduction in force after a determination by the Mayor and approval by the Council of a lack of funds, lack of work, material changes in duties or organization for purposes of economy or efficiency, or abolishment of positions.
 - N. Minimum Qualifications - Requirements such as education and experience that qualify an applicant to be considered for appointment. Additional requirements may also be indicated when necessary, such as licenses, certificates, etc. No person is employed or promoted who does not qualify for a position.
 - O. Part-time position - A part-time position is one that requires less than 40 hours per week to perform.
 - P. Pay Range - The minimum and maximum pay assigned to a class or position.
 - Q. Position - A group of duties and responsibilities assigned by the appointing authority, requiring the services of one (1) person. Refers to functions to be performed, and may be part-time, full-time, temporary or permanent, occupied or vacant.
 - R. Probation – a ninety-day period of service by an employee in a position, applying to a position acquired by initial appointment or by promotion.
 - S. Promotion - Change of an employee from a position in one class to a position in another class having a higher range of pay/minimum salary and carrying a greater scope of discretion and responsibility.
 - T. Rank - Relative position within a chain of command, high to low, based on the range of pay. The number assigned to each pay range determines the order of rank.
 - U. Relatives – An employee’s father, mother, son, daughter, brother, sister, uncle, aunt, grandparent, grandchild, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
 - V. Resignation - The termination of an employee at his or her request, considered to be effective upon acceptance by the appointing authority.



- W. Seniority - First determined by: 1) a period of service in a class or position within a chain of command (rank) in a department; 2) then by period of service within a department; 3) then by period of service as an employee of the Town.
- X. Title - A descriptive designation for a group of tasks to be performed.
- Y. Transfer - The lateral movement of an employee from one position to another, having the same salary range, the same level of responsibility, and the same basic minimum qualifications and requirements.
- Z. Vacancy - A position duly created and still existent, but not occupied by an employee.

Section A-2: EMPLOYMENT AT WILL

- A. All employees of the Town are “at will” employees under Florida state law, and as such their terms and conditions of employment may be altered or amended at the will of the employer. Employment is subject to the provisions of applicable collective bargaining agreements, individual contracts, or the benefits and procedures provided by Florida state law and this policy.
- B. All persons who were classified service employees at the time of the adoption of this policy will continue their employment under this policy unless discharged for cause or by reasons of a lay off.

Section A-3: EMPLOYMENT, PROMOTION, DEMOTION, & TRANSFER

- A. Per the Town Charter, the Town Council has the executive authority to, “appoint, discipline, and remove all officers and employees...” When a vacancy is to be filled, the Town Council or designee may choose to fill the vacancy from within the Town’s workforce (internal), may request an external recruitment process be conducted, or in limited cases directly hire the person the Mayor determines best suited for a position. Those positions to be filled by recruitment may be advertised internally and externally concurrently. Job bulletins will provide information about the position being filled, such as salary, qualifications, selection process, etc.
- B. When an appointing authority chooses to fill a position by seniority promotion, he or she may do so as defined in this policy.



- C. When a position is announced internally, a job bulletin will be distributed and open for a minimum of ten (10) business days. The position may be open to one department or to all town departments. Applicants are required to submit the appropriate application by the announced application deadline. Positions announced internally are open only to employees of the Town. Employee must maintain employment to continue eligibility.

- D. When a position is announced externally, a job bulletin will be distributed and open for a minimum of ten (10) days. External recruitments may require outside advertising (i.e., newspapers, trade journals, etc.). External recruitments are generally posted on Wednesdays.

- E. Applications are accepted only when positions are posted. Applications are required for all positions filled by a recruitment process and must be filed with the Town Clerk by the announced application deadline. Applications collect details regarding experience, training, education, and other pertinent information. Required documentation may be required with the application that provides proof of education, certification, veteran preference, etc. Applicants must attest to the truthfulness of all statements contained in the application; false statements or misrepresentation is cause for denying employment or for discharge from town employment at any time after being employed.

- F. Eligible registers will be prepared based on internal and/or external recruitment status. Registers will contain the names of candidates who meet the minimum qualifications.

- G. Eligible registers are in effect for one year, unless extended by request of the Town Council. If a substantial change is made to the qualifications of a position, an eligible register may be cancelled.

- H. The eligible list of applicants will be provided to the Town Council; any person on the list is eligible for employment or promotion. However, employees who separate employment are no longer eligible to remain on an internal eligible register/list.



- I. Prior to employment or appointment to a position, appropriate background and reference checks will be completed in accordance with Town policy.
- J. Any applicant for employment who makes a false statement in connection with any application or examination forfeits his or her right to be eligible for selection under that job announcement. In case he or she has been appointed, he or she forfeits his or her employment.
- K. When a vacancy is to be filled by demotion, the employee must meet the qualifications for the target position. Demotions may be voluntary or involuntary.
- L. When a vacancy is to be filled by transfer, the employee must meet the qualifications for the target position and department directors/administrators must agree to accept the transferee. The request for transfer must be documented and approved by both department directors/administrators.

Section A-4: PROBATION

- A. While employees are considered at-will, employees hired and promoted after inception of this policy are required to serve in a probationary status for 90 days from the date of employment or promotion. This period is to ensure time for each employee to become familiar with the responsibilities and functions of the position and gives the Town an opportunity to evaluate the employee's job performance.
- B. The probationary status is considered complete when a period of 90 days has elapsed from the date of employment or promotion. An employee holding a probationary entrance position may be discharged by the appointing authority at any time during the period of probation, without the right of appeal. (Note: Unless otherwise covered by a collective bargaining agreement. An employee serving a probationary period in a position to which he or she has been promoted, may be removed from that promotional position at any time during the probationary period, but must be returned to his or her former position or a comparable position if such a position is vacant. If a position is not available, before dismissal,



the Town will make a reasonable effort to retain the employee in another vacant position. This does not apply to matters of discipline, nor does it create a right to displace an employee from an occupied position.

- C. An appointing authority can extend an employee’s probation because of an extended absence, disciplinary action, or documented work deficiencies. An extension should not exceed 60 days past the initial probationary period, except in the case of an approved absence, which may be extended for the period of the absence.

- D. Persons appointed to apprenticeship or training programs remain on probation for the entire time they are in the position or program and may be terminated at any time without the right of appeal.

Section A-5: EMPLOYEE PERFORMANCE EVALUATION PROGRAM

- A. Under the direction of the Mayor or designee, the Town Clerk administers a program for rating the work performance of Town of Century employees.

- B. The Performance Evaluation Program is designed to provide procedures and guidelines for supervisors to evaluate the performance of Town employees in the accomplishment of their assigned duties and responsibilities.

- C. Through the uniform application of these procedures and guidelines, supervisors can use the Performance Evaluation Program as an effective management tool to recognize accomplishments, guide and reward performance, and improve productivity and morale.

- D. Approved forms must be used for all official employee performance evaluations. These forms are available electronically to facilitate electronic completion.

- E. Performance evaluations were developed in four categories: non-supervisory; first-line supervisor; manager-supervisor; and director-administrator. The examples for each category are not all-inclusive, but are meant to provide a guideline. The



department director/administrator is responsible for ensuring the appropriateness of the evaluation compared to the level of responsibility. Each evaluation contains a group of core competencies that every employee is expected to exhibit. As the level of job responsibility increases, so do the competencies.

- a. *Non-Supervisory* – employees with no supervisory responsibilities. Example classifications include: Clerk I, II, III, Maintenance Worker I, II, III, Field Service Workers, etc. A First-line supervisor generally conducts the evaluation for these employees.
 - b. *First-line Supervisor* – employees who supervise a small group of employees and are not responsible for major department operations. Example classifications include: Operations Supervisor I, II, Lead Workers, Field Services Technician, Field Services Leader, Administrative Officer I, II, Senior Administrative Officer I. A manager-supervisor generally conducts the evaluation for these employees.
 - c. *Manager-Supervisor* – employees responsible for supervising larger groups of employees and are responsible for major department operations. Example classifications include: Administrative Officers II, III, IV, Senior Administrative Officer II, III, Managers, etc. A Department-Administrator conducts the evaluation for these employees.
 - d. *Director-Administrator* – employees responsible for supervising departments and major functions of the Town. The Town Administrator or Mayor would conduct the evaluation for these employees.
- F. Performance evaluations should be conducted annually, on the anniversary of entry into the classification. However, new employees should be introduced to the rating criteria within the first two weeks of employment. Supervisors should use this time to explain specific responsibilities and expectations so there are no surprises when the first evaluation occurs. If an employee is experiencing performance issues during the year, supervisors should meet to discuss performance issues and expectations in an effort to correct the problems and answer questions the employee may have. These sessions should be documented. Supervisors are encouraged to document performance on a continual basis. Make daily or weekly notes about positive and negative performance, since the annual evaluation should represent performance for the entire year. Documentation should be behavior based. For example, documenting what the employee said or what the employee did—these objective notes will be beneficial during the rating process.



- G. When the employee’s anniversary date approaches and it’s time to conduct the evaluation, the supervisor is responsible for reviewing and rating the employee on the approved form. The supervisor should meet privately with the employee to discuss both positive and negative behavior during the rating period. The form contains a section for employees to submit a written response to any performance evaluation. Written responses must be free of profane, discriminatory, abusive, or inflammatory language. After the supervisor meets with the employee and the employee has an opportunity to comment, the rating supervisor’s supervisor is asked to review and sign the evaluation form. The completed evaluation, including comments made by supervisors and employee, are placed in the official personnel file with the Town Clerk.

- H. A point system is included as part of the evaluation process. The assignment of a scoring system lends itself to a merit-based pay system should one be implemented.

Section A-6: EMPLOYMENT OF RELATIVES

Employment of relatives is prohibited when it creates or is perceived to create favoritism.

- A. No appointing authority can appoint, employ, promote, or transfer any relative to a position where the appointing authority exercises jurisdiction or control.

- B. The appointment, employment, promotion, advancement, or transfer of a relative into any division, activity, or section is prohibited if the action creates a prohibited relationship where a relative would supervise (directly or indirectly), make or influence personnel decisions concerning a relative, or creates a conflict of interest or the appearance of a conflict of interest.

- C. Prior to relatives being employed, promoted, or transferred into any division, activity, or section, a department director/administrator/manager must certify to the Mayor that no prohibited relationship would occur now or in the future.



- D. Employees can become relatives by marriage while working in the same activity, or department, so long as a prohibited relationship is not created. Such action must be specifically authorized by the Town Council.

Section A-7: EQUAL EMPLOYMENT OPPORTUNITY

The Town of Century strongly supports the principles of equal employment opportunity in all its employment policies and practices, including recruitment, examination, appointment, training, promotion, retention, compensation, benefits, transfers, or any other aspect of personnel administration. The Town of Century requires that all these practices be administered without regard to race, age, creed, religion, ancestry, national origin, disability, sex, marital status, or any other non-merit factor.

It has been and shall continue to be the Town’s policy to comply with the letter and spirit of applicable federal, state, and local statutes concerning equal employment opportunity. The Town pledges that it will make a determined and sustained effort to prevent and eliminate all discrimination within the organization.

Section A-8: LAY-OFF

- A. A lay-off may become necessary due to shortage of funds, material changes in duties or organization for purposes of economy or efficiency, lack of work, or abolishment of positions. When it has been determined by the Mayor and Approved by the Town Council that an excess number of positions and employees exist, the Mayor will certify a lay-off.
- B. In the event of a lay-off, the Town will adhere to the statutory requirements of Chapter 295.07, of the Florida Statutes, that provides preference in retention for eligible veterans.
- C. Employees discharged by reason of a lay-off will be given notice a minimum of thirty (30) calendar days prior to such reduction or discharge.
- D. Employees discharged via a lay-off will have their names entered on an eligible register for each title or class for which positions were eliminated, to remain effective for one year unless extended by request of the appointing authority. If



positions become available while the register is effective, the appointing authority will consider these persons for town reemployment.