



Town of Century, Florida

Council Meeting Agenda

August 19, 2025 at 6:15 PM

7995 N. Century Blvd. Century, Florida 32535

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

Call Meeting to Order

1. Roll Call
2. Open Meeting with Prayer and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Minutes 08/05/2025
 - B. Approval of Bill List
4. Public Forum #1
5. Action Items
 - A. Selection of Town Administrator and Resolution 2025-009 Authorization for Mayor to Negotiate Employment Agreement
 - B. ECRC Agreement for Professional Staff Services
 - C. Promotion of Gary Small to Gas Superintendent
 - D. Ordinance 08-2025 Second Reading and Adoption of Cross Connection Control Program
6. Mayor's Report
7. Council Comments
8. Staff Comments/ Report
9. Public Forum #2
10. 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 Council Meeting Minutes August 05, 2025, at 6:15 PM

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the Town Clerk and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

Call Meeting to Order

1. PRESENT

- Mayor Ben Boutwell
- President Dynette Lewis
- Henry Cunningham
- Shelisa Abraham
- John Bass
- Sparkie Harrison

2. Open Meeting with Prayer and Pledge of Allegiance

3. Consent Agenda

A. Approval of Minutes From July 22, 2025

Motion made by Cunningham, Seconded by Bass.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

B. Approval of Bill List

It was asked by President Lewis why the office equipment maintenance was so high and over budget and the sewer and water maintenance was only budgeted for \$3,500.

It was also asked by Councilmember Cunningham why the invoices were no longer placed in the packets and we have them for review upon request to prevent having to make so many copies.

Motion made by Cunningham, Seconded by Bass.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

Public Forum #1

N/A

4. Action Items

A. Town Administrator Recruitment – Selection of Candidates for Formal Interview

The town council narrowed down the candidates with the following votes, Charles Anderson (4 votes), Timothy Day (4 votes), Peter Cavalli (3 votes), Brian Underwood (3 votes), and Lisa Rouse (3 votes) with the 6th contender David Murzin (2 votes)

Motion made by Abraham, Seconded by Cunningham.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

Mr. William Reynolds asked about Mrs. Rouse not having a college education and the advertisement stating it was. Mr. Brown stated that it was ok and that the council can choose to modify.

B. Ordinance 08-2025 First Reading Proposed Adoption of Cross Connection Control Program

Motion made by Bass, Seconded by Cunningham.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

C. Request to Travel to FLC-FAST Committee Meeting

Motion made by Bass, Seconded by Harrison.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

D. Resolution 2025-008 Century Youth Advisory Council

Motion made by Cunningham, Seconded by Harrison.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

E. Approval to utilize LOST funds to purchase items.

Transfer from Lost of \$63,500 to pay Talcon Group

Transfer from Lost of \$36,998 to FDOT for Promissory Note

Transfer from Lost for \$65,000 for HVAC at Town Hall

Motion made by Bass, Seconded by Cunningham.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

F. Hiring of One Individual and the placement of one.

Hiring of a Mr. James Lewis for the street department and a promotion of Gary Small to Gas Superintendent at \$22 per hour.

Motion made by Cunningham, Seconded by Bass.

Voting Yea: President Lewis, Cunningham, Abraham, Bass, Harrison

Town Clerk advised Mr. Brown that President Lewis should abstain from voting due to her relation to Mr. Lewis.

5. Mayor Boutwell stated that the Christmas Tree Lighting would be on December 5, 2025. December 12, 2025 is the parade and movie in the park. Applications for the parade can be picked up at Town Hall or with the Chamber.

6. Council Comments

Councilmember Bass stated that he needed a brass name badge for himself.

Councilmember Abraham stated that she had gotten sponsors for the FLEX Transit for Children and Students to be able to ride for free in the event that they miss the bus. There is an APP for individuals to be able to get a ride. Trunk Or Treat is being planned by the Chamber.

Council President Lewis stated that the businesses need to be more involved and maybe we need to do things in conjunction with Jay or Flomaton or the Schools.

7. Staff Comments/ Report

Mr. Brown stated that the Town has received their rural designation back and it will be brining more opportunities to the town in the form of grants.

8. Public Forum #2

Mr. William Reynolds stated that MILO will be at the county office.

9. Adjourn

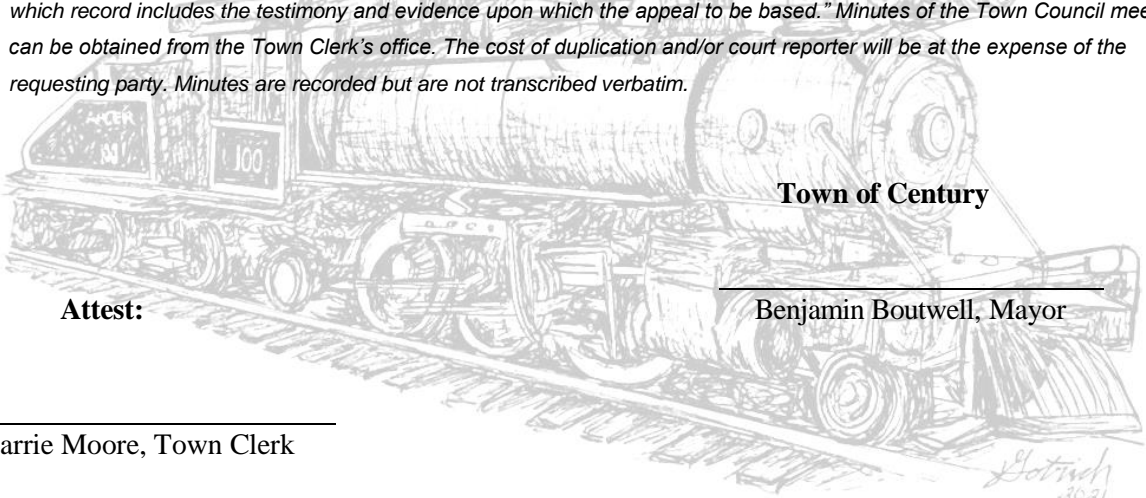
At 7:22pm

- 10. *§ 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.*

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

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Attest:

Town of Century

Benjamin Boutwell, Mayor

Carrie Moore, Town Clerk

Town of Century
August 19, 2025
Bill List

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Gas Fund						
401-32-5-20000	Fuel Expense Gas	Gas Fund	Cougar Oil (diesel, midgrade)	\$1,009.25	279531	August		\$7,179.13	\$12,000.00
401-32-5-27002	Transporation Charges	Gas Fund	Gulf South Pipeline Company (monthly invoice-varies)	\$1,985.50	11974	July		\$36,138.83	\$45,000.00
401-32-4-67000	Equipment Maintenance	Gas Fund	Harris Computer Systems (ICIS Annual Support 10/01/25-09/30/26)	\$2,347.23	1015	July		\$4,577.16	\$3,000.00
			Total	\$5,341.98					
			General Fund						
100-41-4-67003	Equipment Maintenance Small	General Fund	A 1 Small Engines (blade scag cast iron spindle assembly)	\$331.39	8/7/2025	August		\$5,676.29	\$8,000.00
100-41-4-10006	Telephone Street	General Fund	AT&T (shop)	\$107.00	285359358	July		\$4,522.90	\$3,000.00
100-41-4-68001	Field Supplies Street	General Fund	Bondurant Lumber & Hardware (bent pin zinc)	\$10.18	470437	August		\$8,877.32	\$12,000.00
100-72-5-27002	Field Supplies Park	General Fund	Bondurant Lumber & Hardware (flush lever)	\$7.99	K70040	August		\$4,360.05	\$10,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	Buck Shot's Off Road & Tire (one tire)	\$119.16	1855	July		\$4,835.93	\$5,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Cougar Oil (diesel, midgrade)	\$2,624.05	279531	August		\$9,128.75	\$15,000.00
100-72-5-20002	Fuel Expense Park	General Fund	Cougar Oil (diesel, midgrade)	\$1,412.95	279531	August		\$5,627.64	\$8,000.00
100-12-4-10001	Alarm System City Hall	General Fund	Everon (alarm system city hall)	\$125.29	30204515	July		\$2,247.03	\$2,400.00
100-12-5-40000	Membership Fees	General Fund	Florida Association of City Clerks (Carrie Moore-2025-2026 Membership)	\$100.00	8/12/2025	August		\$1,055.50	\$3,000.00
100-12-5-40000	Membership Fees	General Fund	Florida Association of City Clerks (Kristina Wood-2025-2026 Membership)	\$100.00	8/12/2025	August		\$1,055.50	\$3,000.00
100-12-4-14000	Mayor/Consultant Travel	General Fund	Florida Rural Economic Development Summit 2025 - early registration	\$450.00	8/6/2025	August		\$785.82	\$9,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Harris Business Machines (canon copies)	\$336.91	436642	July		\$32,551.28	\$22,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (atc max fuse kit)	\$28.49	122404	August		\$5,068.49	\$5,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (spark plug)	\$20.68	122488	August		\$5,068.49	\$5,000.00
Grant Expenses	Grant Expenses	General Fund	Municipal Engineering Services (Freedom Road Bridge Replacement)	\$3,400.65	250125	August			
100-41-4-62000	Maintenance Materials Paving	General Fund	Roads Inc. (asphalt)	\$310.00	234049	July		\$2,249.52	\$4,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice)	\$1,075.00	21524	August		\$35,106.28	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice)	\$1,035.00	21525	August		\$35,106.28	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (setup PA System from council room/ag bldg)	\$445.00	21586	August		\$35,106.28	\$22,000.00
100-12-5-27000	Operating Supplies Admin	General Fund	Stericycle Shred It (purge service-off site20 boxes small)	\$508.55	8011658384	August		\$23,768.72	\$20,000.00
100-12-5-27000	Operating Supplies Admin	General Fund	Stericycle Shred It (subscription for month)	\$36.46	8011658383	August		\$23,768.72	\$20,000.00
100-41-6-50000	Capital Outlay Street	General Fund	Thomas Radiator & Welding (five weed eaters)	\$1,545.00	18959	August		\$188,849.75	\$196,075.00

Town of Century
August 19, 2025
Bill List

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
100-72-6-30000	Capital Outlay Park	General Fund	Thomas Radiator & Welding (four weedeaters)	\$1,236.00	18960	August		\$1,236.00	\$2,325.00
			Total	\$15,365.75					
			Water Fund						
402-36-5-20000	Fuel Expense Water/Sewer	Water Fund	Cougar Oil (diesel, midgrade)	\$3,027.75	279531	August		\$12,287.82	\$16,000.00
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environmental Testing (testing samples)	\$255.00	4000164401	August		\$12,860.00	\$15,000.00
402-36-4-67000	Equipment Maintenance	Water Fund	Harris Computer Systems (ICIS Annual Support 10/01/25-09/30/26)	\$7,041.70	1015	July		\$29,647.22	\$5,000.00
402-36-8-10003	Engineering/Surveying	Water Fund	Municipal Engineering Services (consent order)	\$750.00	250124	August		\$29,845.81	\$20,000.00
Grant Expenses	Grant Expenses	Water Fund	Municipal Engineering Services (WW System Mis Impr Phase II)	\$11,149.40	250126	August			
			Total	\$22,223.85					
			Grand Total	\$42,931.58					

Bill List

Account Number	Account Name	Amount
	Gas Fund	
401-32-5-20000	Fuel Expense Gas	\$1,009.25
401-32-5-27002	Transportation Charges	\$1,985.50
401-32-4-67000	Equipment Maintenance	\$2,347.23
	Total	\$5,341.98
	General Fund	
100-41-4-67003	Equipment Maintenance Small	\$331.39
100-41-4-10006	Telephone Street	\$107.00
100-41-4-68001	Field Supplies Street	\$10.18
100-72-5-27002	Field Supplies Park	\$7.99
100-41-4-65000	Vehicle Expense Street	\$119.16
100-41-5-20001	Fuel Expense Street	\$2,624.05
100-72-5-20002	Fuel Expense Park	\$1,412.95
100-12-4-10001	Alarm System City Hall	\$125.29
100-12-5-40000	Membership Fees	\$200.00
100-12-4-14001	Education Admin	\$450.00
100-12-4-61000	Office Equipment Maintenance	\$2,891.91
100-41-4-65000	Vehicle Expense Street	\$28.49
100-41-4-65000	Vehicle Expense Street	\$20.68
Grant Expenses	Grant Expenses	\$3,400.65
100-41-4-62000	Maintenance Materials Paving	\$310.00
100-12-5-27000	Operating Supplies Admin	\$545.01
100-41-6-50000	Capital Outlay Street	\$1,545.00
100-72-6-30000	Capital Outlay Park	\$1,236.00
	Total	\$15,365.75
	Water Fund	
402-36-5-20000	Fuel Expense Water/Sewer	\$3,027.75
402-36-4-76002	Testing Sewer	\$255.00
402-36-4-67000	Equipment Maintenance	\$7,041.70
402-36-8-10003	Engineering/Surveying	\$750.00
Grant Expenses	Grant Expenses	\$11,149.40
	Total	\$22,223.85
	Grand Total	\$42,931.58

Bill List

Payee	Amount
A 1 Small Engines	\$331.39
AT&T	\$107.00
Bondurant Lumber & Hardware	\$18.17
Buck Shot's Off Road & Tire	\$119.16
Cougar Oil	\$8,074.00
Eurofins Environmental Testing	\$255.00
Everon	\$125.29
Florida Association of City Clerks	\$200.00
Florida Rural Economic Development Summit 2025	\$450.00
Gulf South Pipeline Company	\$1,985.50
Harris Business Machines	\$336.91
Harris Computer Systems	\$9,388.93
JHB Auto Parts	\$49.17
Municipal Engineering Services	\$15,300.05
Roads Inc.	\$310.00
Southern Computer Services	\$2,555.00
Stericycle Shred It	\$545.01
Thomas Radiator & Welding	\$2,781.00
Grand Total	\$42,931.58

Town of Century, Florida

Agenda Item

Meeting Date: August 19, 2025

Agenda Category: New Business – Discussion/Action

Subject: Selection of Town Administrator and Authorization for Employment Agreement Negotiation

Background:

Several meetings ago, the Town Council adopted an ordinance creating the position of Town Administrator, who will report to both the Mayor and Town Council. Under the Town Charter, the Mayor’s powers include hiring employees with Council approval.

A Screening Committee, formed several months ago, reviewed applicants and recommended candidates for consideration. At the August 5, 2025 Town Council meeting, the Council scheduled virtual interviews for Thursday, August 14, 2025.

The Mayor and Town Council interviewed four (4) of the five candidates selected by the Screening Committee:

1. Peter Cavalli
2. David Murzin
3. Charles Anderson
4. Brian Underwood

During the August 14 interviews, the Council discussed making a final decision at the August 19, 2025 meeting.

Purpose of Item:

To receive the Mayor’s recommendation of a finalist for the Town Administrator position and to authorize the Mayor to negotiate an Employment Agreement with the recommended candidate. The agreement would be returned to the Town Council for review and final approval at the regular meeting scheduled for September 2, 2025.

Recommended Action:

Motion: “I move to authorize the Mayor to negotiate an Employment Agreement with [insert recommended candidate name] for the position of Town Administrator, and to bring the negotiated agreement back to the Town Council for final approval at the September 2, 2025 regular meeting.”

Fiscal Impact:

Compensation and terms to be determined during negotiations and subject to Council approval.

RESOLUTION NO. 2025-009

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AUTHORIZING THE MAYOR TO NEGOTIATE AN EMPLOYMENT AGREEMENT WITH THE SELECTED FINALIST FOR THE POSITION OF TOWN ADMINISTRATOR; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Century previously adopted an ordinance creating the position of Town Administrator, who will report to both the Mayor and Town Council; and

WHEREAS, the Town Charter provides that the Mayor may hire employees with the approval of the Town Council; and

WHEREAS, a Screening Committee was formed to review applications for the position of Town Administrator and to recommend qualified candidates for interview; and

WHEREAS, on August 14, 2025, the Mayor and Town Council conducted interviews with four (4) candidates recommended by the Screening Committee:

1. Peter Cavalli
2. David Murzin
3. Charles Anderson
4. Brian Underwood; and

WHEREAS, the Town Council has determined it to be in the best interest of the Town to proceed with the selection of a finalist for the position and to authorize the Mayor to negotiate an Employment Agreement, subject to final Council approval.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA:

Section 1. The Town Council hereby authorizes the Mayor to negotiate an Employment Agreement with _____ for the position of Town Administrator.

Section 2. The negotiated Employment Agreement shall be brought back to the Town Council for review and approval at the regular Council meeting scheduled for September 2, 2025.

Section 3. This Resolution shall take effect immediately upon adoption.

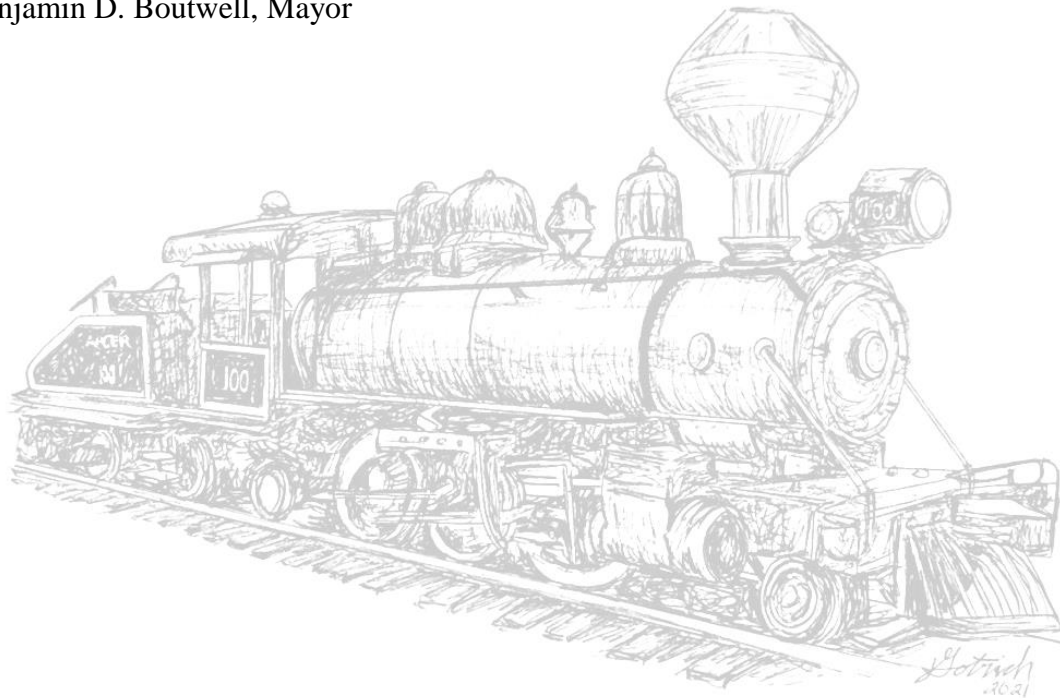
PASSED AND ADOPTED by the Town Council of the Town of Century, Florida, this 19th day of August, 2025.

ATTEST:

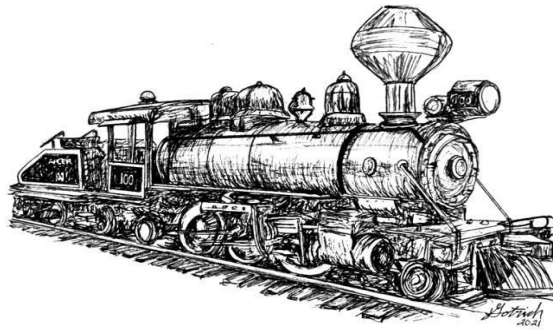
Carrie Moore, CMC
Town Clerk

TOWN COUNCIL, TOWN OF CENTURY, FLORIDA

By: _____
Benjamin D. Boutwell, Mayor



Town of Century
7995 N. Century Blvd.
Century, Florida 32535



www.TownOfCenturyFlorida.com
(850)256-3208

AGENDA ITEM

TOWN COUNCIL MEETING DATE: August 19, 2025

SUBJECT: ECRC AGREEMENT FOR PROFESSIONAL STAFF SERVICES

DEPARTMENT: SUPPORT SERVICES

PRESENTED BY: HOWARD BROWN

BACKGROUND:

ECRC will provide professional planning services, to include administrative and management services, whose level and scope will be determined by the Town of Century. Services will be provided virtually, and visits will be made as may be required. Act as the Town liaison with the Escambia County Office of Planning and Zoning and the Escambia County Building Inspections and Permitting Office. Conduct research and prepare statistical reports on land use, physical, social and economic issues.

REQUEST:

The Town Council approve:

- The renewal of ECRC contract, as they will continue with the Management of the Comprehensive Plan, Land Development Code, amendments, and other changes to achieve the Town’s goals and objectives.

RECOMMENDATION:

It is recommended the Town Council approve the renewal of the agreement between the Emerald Coast Regional Council and the Town of Century.

MOTION FOR CONSIDERATION:

"Motion to approve the renewal of the agreement between the Emerald Coast Regional Council (hereinafter referred to as ECRC) and the Town of Century, Florida (thereinafter referred to as the Town)."

AGREEMENT FOR PROFESSIONAL STAFF SERVICES
BY AND BETWEEN THE
EMERALD COAST REGIONAL COUNCIL
AND THE TOWN OF CENTURY, FLORIDA

THIS AGREEMENT is entered into this 1st day of July 2025 by and between the Emerald Coast Regional Council (hereinafter referred to as ECRC) and the Town of Century, Florida (thereinafter referred to as the Town).

I. PURPOSE

The purpose of the Agreement is to set forth the responsibilities of ECRC and the Town in performing the professional staffing functions and to describe the cooperative procedures under which staffing will be carried out.

II. ECRC RESPONSIBILITIES

- A. ECRC shall provide professional and technical staff in accordance with the negotiated Scope of Work, Attachment A.
- B. ECRC staff shall be available via telephone and email for professional assistance, as needed, during regular workdays. Services will be provided virtually, and visits will be made as may be necessary.
- C. ECRC shall provide professional staff for council meetings in which planning issues are included on the agenda for discussion or action, including, but not limited to, the Town Council.

III. TOWN RESEPNOSIBILITIES

- A. The Town staff shall provide administrative assistance to ECRC staff in performing the duties under Section II, above.
- B. The Town shall provide office space, general office supplies, and access to equipment as necessary to complete the services under Section II, above, as required.
- C. The Town shall provide the agreed upon funds as detailed in Attachment B, below.

IV. METHOD AND AMOUNT OF PAYMENT

This is a cost reimbursable agreement, based on the rates outlined in Attachment B. ECRC will submit invoices to the Town monthly. Subject to receipt of an invoice from ECRC, the Town agrees to pay ECRC within thirty (30) days of receiving such invoice from ECRC.

V. DURATION OF AGREEMENT AND TERMINATION WITH OR WITHOUT CAUSE

This Agreement shall commence on the Commencement Date and shall remain in effect for a period of two (2) years, with the option to renew. At any time, either the Town or ECRC may terminate this Agreement, with or without cause, with such termination effective immediately or by a specified date, by providing written notice ECRC of such termination. If the Agreement is terminated during the effective period, ECRC will invoice the Town for the days worked up to the termination date.

VI. AMENDMENTS TO AGREEMENT

Amendments or modifications of this Agreement may only be made by written agreement signed by all parties here to with the same formalities as the original Agreement.

VII. CONFLICT OF INTEREST

The ECRC agrees it shall not contract for or accept employment for the performance of any work or service with any individual, business corporation, or government unit that would create a conflict of interest in the performance of its obligations under this Agreement. The ECRC further agrees it will neither take any action nor engage in any conduct that would cause any Town employee or official to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

VIII. RECORDS

All records pertinent to the Agreement shall be retained by the Town.

IX. LIABILITY

The Town hereby agrees to hold harmless ECRC, to the extent allowed and required by law, from all claims, demands, liabilities, and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence or omission of ECRC, its subcontractors or agents, if any, that is related to ECRC's performance under this Agreement.

X. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the Mayor or City Manager shall represent and act for the Town and the Chief Executive Officer of ECRC shall represent and act for ECRC.

XI. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Escambia County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Escambia County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is

otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

XII. COMMENCEMENT DATE

This Agreement will commence on the 1st day of July, 2025.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

ATTEST:	EMERALD COAST REGIONAL COUNCIL
_____	_____
	Kandase Lee Chief Executive Officer

ATTEST:	Town of Century, Florida
_____	_____
	[Name] [Title]

Attachment A

**Town of Century- Planning Services
Scope of Work**

SCOPE OF SERVICES:

ECRC will provide professional planning services, to include administrative and management services, whose level and scope will be determined by the Town of Century. Services will be provided virtually, and visits will be made as may be required. Specific planning services to be provided include:

- Management of the Comprehensive Plan, Land Development Code, amendments, and other changes to achieve the Town’s goals and objectives;
- Management of the Development Review Process;
- Communicate and meet with contractors, residents, and project managers to answer questions, solve problems, and interpret the Land Development Code for compliance including, but not limited to, building setbacks, conditional uses, annexations, general development plans;
- Act as the Town liaison with the Escambia County Office of Planning and Zoning and the Escambia County Building Inspections and Permitting Office;
- Conduct research and prepare statistical reports on land use, physical, social and economic issues;
- Schedule and conduct meeting and workshops with elected officials;
- Present report and other findings to elected officials.
- Additional planning and technical assistance services as identified by the Town, which may include services to be provided by ECRC’s General Planning Consultants.

**Attachment B
Personnel**

Eric Christianson -Planner III

Eric Christianson graduated from Loyola University Chicago in 2010 with a degree in Political Science and French and completed a Master of Community and Regional Planning at Iowa State University in 2014. Eric has spent over 10 years focused on rural and community development. His experience includes non-profit management, agricultural market development, regional planning, and public official education. He has worked with dozens of communities and non-profits to update comprehensive plans, perform economic impact assessments, create housing action plans, and streamline development codes.

Hourly Rate: \$89

Roshita Taylor – Planner II

Roshita Taylor, Planner, Emerald Coast Regional Council

Roshita Taylor completed a Master of Urban Design from the University of Oklahoma in 2023. She has experience in community engagement, spatial storytelling, neighborhood revitalization, public art initiatives, and urban planning. Her project background includes comprehensive planning, neighborhood improvement strategies, arts and cultural initiatives, and corridor revitalization efforts.

-Hourly Rate: \$67

Jessica Walton, GISP, GIS Coordinator

As the Geographic Information Systems (GIS) Coordinator for the Emerald Coast Regional Council, Jessica manages all spatial data analysis and mapping needs of the Council’s various programs. She has over 20 years of experience using Esri’s ArcGIS software to apply geospatial solutions within the transportation, land use, environmental, and emergency planning fields; and has created award-winning story maps to showcase the Council’s efforts.

Jessica has a Bachelor of Science degree in Environmental Science (minor in Business Administration) and a Master of Science degree in Urban and Regional Planning, both from the University of Iowa. She also holds a Certificate in Geographic Information Science from the University of West Florida and has been a certified Geographic Information Systems Professional (GISP) since 2010.

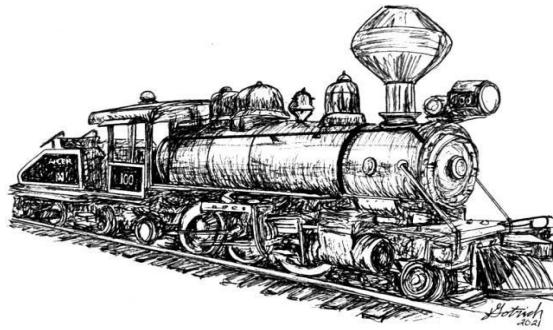
Hourly Rate: \$89

Ada Clark, Community & Economic Development Director

Ms. Clark joined the Emerald Coast Regional Council (ECRC) in 2018 and serves as the Community and Economic Development Director. She received her B.A. from the University of Miami, and her Master's in Public Administration from the University of Colorado-Colorado Springs. Ms. Clark has over 23 years of experience in community and economic development.

Hourly Rate: \$115

Town of Century
7995 N. Century Blvd.
Century, Florida 32535



www.TownOfCenturyFlorida.com
(850)256-3208

AGENDA ITEM

TOWN COUNCIL MEETING DATE: August 19, 2025

SUBJECT: Personnel

DEPARTMENT: Public Works

PRESENTED BY: Benjamin Boutwell

BACKGROUND:

The Town of Century Public Works Department continues to face increasing operational demands.

Promote one current employee to the role of Gas Superintendent to oversee the Town’s natural gas utility, ensuring compliance with safety and regulatory standards.

REQUEST:

Mayor Benjamin Boutwell respectfully requests Town Council approval to:

- Promote one existing employee to the position of Gas Superintendent at \$22.00 per hour, Mr Gary Small, effective immediately upon approval.

These actions will enhance departmental capacity, ensure proper oversight of critical services, and improve overall public works operations.

RECOMMENDATION:

It is recommended the Town Council the promotion of one employee, Gary Small, to Gas Superintendent.

MOTION FOR CONSIDERATION:

"Motion to approve the promotion of Gary Small to the position of Gas Superintendent."

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For <u>Gas Superintendent</u>	Date of Application <u>6/2/25</u>	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input checked="" type="checkbox"/> Other <u>position posted</u>

Last Name <u>Small</u>	First Name <u>Gary</u>	Middle Name <u>Allen</u>
Address <u>7821 NOKOMIS Rd</u>	City <u>Mc David</u>	State <u>Fla</u>
Telephone Number(s) <u>8503843057</u>	Zip Code <u>32568</u>	Social Security Number (Voluntary)

Best time to contact you at home is: 4:00 AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

..... If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date Currently Employed

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? yes, with The Town of Century Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work 6/3/25 What is your desired salary range? 2550/hourly

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	Plaisant Grove elementary		All	Graduated
High School	Escambia High	Vocational Training George Stone Voc	4	Graduated Diploma
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Training in marine Mechanics with Diploma
 Obtained a Captains license and held charter Service for
 5 years
 worked as a welder for Brown Marine Service
 I hold a HVAC license
 I have worked for Peoples Water Service in Pensacola
 installing water mains, new services and tending the wells

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Town of Century		Dates Employed		Work Performed
	Address	7995 N Century Blvd		From	To	
	Telephone Number(s)	850 256 3208		Hourly Rate/Salary		
	Job Title	Supervisor	GAS Department		Starting	Final
	Reason for Leaving	Ben Bartwell		16.50 hr	26.60 hr	5 year street Dept 1 year Gas Dept
2.	Employer	Century CI		Dates Employed		Work Performed
	Address	400 Toddler Rd		From	To	
	Telephone Number(s)	850 256 2600		Hourly Rate/Salary		
	Job Title	Supervisor	Corrections officer		Starting	Final
	Reason for Leaving	changes per shift		15.00 hr	16.35 hr	Daily Job of overseeing inmates, working them outside the prison gates
3.	Employer	Self Employed		Dates Employed		Work Performed
	Address	219 Americus Ave		From	To	
	Telephone Number(s)	850 396 2016		Hourly Rate/Salary		
	Job Title	Supervisor	Owner/operator		Starting	Final
	Reason for Leaving	lack of opportunities				Taking Care of foreclosed homes through various banks
4.	Employer	High Seas Technology		Dates Employed		Work Performed
	Address			From	To	
	Telephone Number(s)			Hourly Rate/Salary		
	Job Title	Supervisor	marine electronics		Starting	Final
	Reason for Leaving	Lorcan Henry		18.50 hr	20.00 hr	Installation of marine electronics

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Gas technician for Town of Century
 marine mechanic and electrical installer on large Sea going yachts. Welder and fabricator Small engine and marine technician
 Broad background in Construction

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

[Handwritten Signature]

Signature of Applicant

6/6/2025

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

INTERVIEWER DATE

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

I hold all certifications for this position. I have been doing this job for a year now and have the experience and the support from the past superintendent as well as General Manager/CEO of Florida Gas Katic 1211

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

Terminal	Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/>	<input type="checkbox"/>	Backhoe	odorization meter
<input type="checkbox"/>	<input type="checkbox"/>	Track hoe	leak detector
<input type="checkbox"/>	<input type="checkbox"/>	Boring machine	Pipe horn locators
<input type="checkbox"/>	<input type="checkbox"/>		GPR Radar

State any additional information you feel may be helpful to us in considering your application.

The position im applying for was handed to me one year ago. This job has been advertised since november of 2024 with not a single applicant. I have worked very hard to keep this Gas Department operating Efficiently and in Compliance with the State of Florida

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. Carolyn Small (850) 327 6628
 7821 Nokomis rd McDevide Fla
 (Name) Phone #
 (Address)
2. Jocy child (334) 843 7433
 69641 South County Rd 20 Ozark Ala 36360
 (Name) Phone #
 (Address)
3. Robert Graves (850) 933 8838
 Florida GAS
 (Name) Phone #
 (Address)



June 6, 2025

Town of Century
7995 Century Blvd
Century, FL 32535

RE: Letter of Recommendation for Mr. Gary Small

Mayor Boutwell,

Beginning in September 2024, my staff and I have worked directly with Mr. Small in an effort to help ensure the Town of Century’s natural gas system is operated and maintained in a safe and reliable manner. These interactions form the basis for this recommendation which is more fully described below.

Mr. Small has been a public works employee at the Town for seven years. During his time in the Town’s Gas Department, Mr. Small has obtained technical knowledge and is currently qualified on 29 natural gas tasks including odorization sampling, gas leakage surveying, and valve maintenance. Mr. Small has also gained valuable experience working with other natural gas operators and state regulators.

In addition to his technical knowledge and experience, Mr. Small has exhibited a desire to learn and grow in his current position (Natural Gas Operator). He recently attended a training for first responders and was active in discussing the appropriate actions that should be taken during a natural gas related emergency.

For the reasons described above, I am recommending Mr. Gary Small as a suitable candidate for the position of Gas Superintendent.

Thank you for your consideration.

Katie Hall

General Manager/CEO



WORKTRAINING.COM[®]

LEGAL INSIGHTS, SKILLS, & CERTIFICATIONS

This certifies that

Gary Small

successfully completed the comprehensive training course

DOT REASONABLE SUSPICION TRAINING FOR SUPERVISORS

Training included more than 60 minutes of instruction in making reasonable cause determinations for drug testing and 60 minutes of instruction in making reasonable suspicion determinations for alcohol testing based on specific, contemporaneous, articulable, observations based on appearance, speech, behavior, and body odor.

Andrew David Easler, Esq


Andrew David Easler, Esq

ISSUED: 01/10/2025
EXPIRES: N/A
CERTIFICATE NUMBER: SN-1736524558

**Attorney
Trusted.**

THIS COURSE HAS BEEN REVIEWED BY ATTORNEYS

Task Status Results (Printed on: 10/18/2024 5:10 PM)
 Company Task List: Century Florida Task List
 Company: Century Florida



Small, Gary
EWN-362367

Supervisor(s):

Task Code	Task Name	Current Completion Date	Valid Until	Status
0001	Measure Structure-To-Electrolyte Potential (1:1)	2/14/2024	11/28/2026	✓
0141	Perform Visual Inspection for Atmospheric Corrosion (1:1)	3/4/2024	2/19/2027	✓
0151	Perform Visual Inspection of Buried Pipe and Components When Exposed (1:1)	3/5/2024	2/19/2027	✓
0301	Open and Close Valves Manually (1:3)	2/15/2024	11/28/2026	✓
0321	Perform Valve Corrective Maintenance (1:2)	10/17/2024	3/5/2027	✓
0341	Perform Valve Preventive Maintenance (1:2)	3/20/2024	3/5/2027	✓
0641	Visually Inspect Pipe and Components Prior To Installation (1:2)	3/4/2024	2/19/2027	✓
0681	Joining of Plastic Pipe - Stab Fittings (1:0)	2/15/2024	11/28/2024	⚠
0711	Joining of Pipe - Compression Couplings (1:0)	3/5/2024	2/19/2025	✓
0901	Installation of Plastic Pipe in a Ditch (1:5)	2/28/2024	11/28/2026	✓
0911	Installation of Plastic Pipe in a Bore (1:2)	2/15/2024	11/28/2026	✓
0921	Installation of Plastic Pipe Plowing/Pull-In (1:2)	2/15/2024	11/28/2026	✓
0941	Install Tracer Wire (1:5)	2/15/2024	11/28/2026	✓
0951	Installation of Pipe Above Ground (1:3)	10/17/2024	3/5/2027	✓
0981	Backfilling (1:3)	2/16/2024	11/28/2026	✓
0991	Coating Application and Repair -Brushed or Rolled (1:5)	3/4/2024	2/19/2027	✓
1011	External Coating Application and Repair- Wrapped (1:5)	3/4/2024	2/19/2027	✓
1101	Tapping a Pipeline With a Built-In Cutter (1:0)	3/5/2024	2/19/2027	✓
1141	Squeeze Off Plastic Pipe (1:2)	2/16/2024	11/28/2026	✓
1161	Installation of Customer Meters and Regulators - Residential and Small Commercial (1:1)	2/21/2024	11/28/2026	✓
1171	Installing Customer Meters - Large Commercial and Industrial (1:1)	3/4/2024	2/19/2027	✓
1181	Installing and Maintaining Customer Pressure Regulating, Limiting, and Relief Device - Large Commercial & Industrial (1:1)	3/20/2024	3/6/2027	✓
1191	Maintenance of Service Valves Upstream of Customer Meter (1:1)	2/16/2024	11/28/2026	✓
1201	Temporary Isolation of Service Lines and Service Discontinuance (1:1)	2/20/2024	11/28/2026	✓
1211	Odorization - Periodic Sampling (1:1)	2/20/2024	11/28/2026	✓
1231	Inside Gas Leak Investigation (1:1)	10/17/2024	2/28/2027	✓

Task Code	Task Name	Current Completion Date	Until	Status
1241	Outside Gas Leak Investigation (1:1)	3/20/2024	2/28/2027	✓
1261	Walking Gas Leakage Survey (1:1)	2/28/2024	2/19/2027	✓
1291	Locate Underground Pipelines (1:1)	3/1/2024	2/19/2027	✓
1301	Install and Maintain Pipeline Markers (1:4)	2/20/2024	11/28/2026	✓
1321	Damage Prevention During Excavation Activities by or on Behalf of The Operator (1:1)	2/22/2024	11/28/2026	✓

Task Status Results (Printed on: 10/18/2024 5:10 PM)
 Company Task List: Century Florida Task List
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0321	Perform Valve Corrective Maintenance (1:2)	10/17/2024	3/5/2027	✓
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1301	Install and Maintain Pipeline Markers (1:4)	2/20/2024	11/28/2026	✓
1321	Damage Prevention During Excavation Activities by or on Behalf of The Operator (1:1)	2/22/2024	11/28/2026	✓

Town of Century, Florida

AGENDA ITEM

Date: August 5, 2025

Title: First Reading – Cross Connection Control Ordinance

Department: Administration

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

Recommended Action:

Conduct the first reading of the proposed Cross Connection Control Ordinance and authorize advertisement for second reading and public hearing.

Summary:

The proposed ordinance establishes a Cross Connection Control Program for the Town of Century to protect the public water system from contamination due to actual or potential cross-connections. The ordinance provides clear requirements for backflow prevention, inspections, enforcement, and compliance in accordance with state and federal regulations.

Highlights of the Ordinance Include:

- Establishment of authority and responsibility for enforcing cross-connection control
- Requirement for approved backflow prevention assemblies
- Guidelines for testing and maintenance
- Penalties for non-compliance and administrative enforcement processes
- Compliance with Florida Department of Environmental Protection (FDEP) and EPA Safe Drinking Water Act

Fiscal Impact:

There is no direct fiscal impact to the Town from this ordinance; however, property owners and businesses may incur testing and installation costs related to backflow devices.

Legal Review:

The Town Attorney has reviewed the draft ordinance and confirmed that it meets applicable regulatory requirements.

Supporting Documents:

- Draft Ordinance: “Cross Connection Control Ordinance (7.30.25)”

Next Steps:

If approved on first reading, the ordinance will be scheduled for second reading and public hearing at the next regular Town Council meeting on August 19, 2025.

ORDINANCE NO. 08-2025

**AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA
AMENDING ARTICLE III OF CHAPTER 42 OF THE CODE
OF ORDINANCES OF THE TOWN OF CENTURY
PROVIDING FOR BACKFLOW PREVENTION AND CROSS
CONNECTION CONTROL; PROVIDING FOR
SEVERABILITY; PROVIDING FOR REPEAL OF
CONFLICTING ORDINANCES; AND PROVIDING AN
EFFECTIVE DATE.**

Be it ordained by the Town Council of the Town of Century, Florida, as follows:

SECTION 1. Article III of Chapter 42, inclusive of Sections 42-98 through 42-102, of the Code of Ordinances of the Town of Century is hereby amended in its entirety and replaced with the following:

ARTICLE III: CROSS CONNECTION CONTROL

Sec. 42-98. Authority. Authority for the establishment of the Town of Century’s Cross Connection Control program as provided in this Article is contained in the Florida Safe Drinking Water Act, Section 403.086 and Sections 403.850-430.864, Florida Statutes. Florida Administrative Code Section 62-555.360 requires that each public water system establish and implement a cross-connection control program utilizing backflow protection at or for service connections from the public water system in order to protect the public water system from contamination caused by cross-connections on customers’ premises.

Sec. 42-99. Cross Connections Prohibited. Cross connections, as defined in Florida Administrative Code Section 62-550.200, are prohibited unless appropriate backflow protection is provided to prevent backflow through the cross-connection into the public water system pursuant to the requirements set forth in this Article.

Sec. 42-100. Definitions. As used in this Article, the following terms are defined to have the meanings ascribed thereto:

Air Gap: An air gap is a physical separation between the end of a water supply outlet and the flood-level rim of a receiving vessel. This separation must be at least twice the diameter of the water supply outlet and never less than one inch. An air gap is considered the maximum protection available against backpressure backflow or back-siphonage but is not always practical and can easily be bypassed.

Article: This Article III of Ch. 42, of the Code of Ordinances of the Town of Century, inclusive of Sections 42-99 through 42-105.

ASSE: The American Society of Sanitary Engineering.

Atmospheric Vacuum Breaker: A backflow prevention device which is operated by atmospheric pressure in combination with the force of gravity. The unit is designed to work in a vertical plane only. The moving part consists of a poppet valve, which must be carefully sized to slide in a guided chamber and effectively shut-off the reverse flow of water when a negative pressure exists.

Auxiliary Water Supply (AWS): Any water supply on or available to the premises other than the purveyor's approved public potable water supply. These auxiliary water supplies may include water from another purveyor's public potable water supply or any natural source(s) such as a well, spring, river, stream, harbor, etc., or "used waters" or "industrial fluids." These waters may be polluted, contaminated, or may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

AWWA: The American Water Works Association.

AWWA Manual M14: The AWWA Manual of Water Supply Practices titled "Recommended Practice for Backflow Prevention and Cross-Connection Control."

Backflow: The flow of water or other liquids, mixtures, or substances into the distribution pipes of a potable supply of water from any source or sources other than its intended source.

Back Pressure: Backflow caused by a pump, elevated tank, boiler, or other means that could create pressure greater than the supply pressure.

Back Siphonage: Backflow due to a negative or sub-atmospheric pressure within a water system.

Backflow Prevention Device or BFPD: A device to counteract back pressure or prevent back siphonage.

Backflow Prevention Device - Approved: A device that has met the requirements of AWWA Standards C510 and C511, or Town approved equal.

CSA: The Canadian Standards Association.

Containment: A method of controlling potential and/or confirmed cross-connections by installation of a double check assembly or a reduced pressure principle backflow prevention device.

Cross-Connection: Any physical arrangement whereby a public water supply system is connected directly or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or other device which contains or may contain contaminated water, sewage, or other waste or liquid of unknown or unsafe quality which may be capable of imparting contamination to the public water supply system as a result of backflow. Bypass arrangements, jumper connections, removable sections, swivel, or change-over devices, or any other temporary or permanent devices through which or because of which backflow could occur are considered to be cross-connections.

Customer: The property owner and/or occupant of the premises served by the Town.

Double Check Valve Assembly or DC: An assembly composed of two single, independently acting check valves, including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water tightness of each check valve.

Double Check Detector Assembly or DCDA: An assembly composed of a main-line double check valve assembly with a bypass (detector) arrangement around the main-line double check valve assembly (DC) that shall contain a water meter and a double check valve assembly (DC).

Dual Check Device or DuC: A device containing two internally loaded, independently operating check valves.

Health Hazard: Any condition, devices, or practices in any water supply system or in its operation which create or may create a danger to the health and well-being of the water consumer. The degrees of Health Hazards are as defined in AWWA Manual M14.

Isolation: A method of controlling potential and/or confirmed cross-connections by installation of an air gap separation or a vacuum breaker.

Non-Residential Service Connection: Any service connection, other than a residential service connection.

Pressure Vacuum Breaker or PVB: A pressure vacuum breaker is similar to an atmospheric vacuum breaker except that the checking unit "poppet valve" is activated by a spring. This type of vacuum breaker does not require a negative pressure to react and can be used on the pressure side of a valve.

Public Water Supply or PWS: Any system or water supply intended or used for human consumption or other domestic use, including source, treatment, storage, and distribution where water is furnished to any community, collection, or number of individuals, or is made available to the public for human consumption or domestic use, but excluding supplies serving one single family residence.

Reduced Pressure Principle Backflow Prevention Device or RP: A device incorporating two or more check valves and an automatically operating differential relief valve located between the two check valves, two shutoff valves and equipped with necessary appurtenances for testing. The device shall operate to maintain the pressure in the zone between the two check valves, less than the pressure of the public water supply side of the device even at cessation of normal flow. In case of leakage of either check valve, the differential relief valve shall operate to maintain this reduced pressure by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open to the atmosphere, thereby providing an air gap in the device. This air gap shall also be above the 100-year flood level.

Reduced-Pressure Principle Detector Assembly or RPDA: An assembly consisting of a main line RP with a bypass arrangement around the RP that shall contain a water meter and an RP.

Residential Service Connection: Any service connection, including any dedicated irrigation or fire service connection, that is two inches or less in diameter and that supplies water to a building or premises, containing only single-family dwelling units.

Town: The Town of Century.

Sec. 42-101. Backflow Prevention Standards and Requirements.

A. The standards and requirements set forth herein shall apply to all new and existing customers.

B. Cross-connections, as defined in Florida Administrative Code, Section 62-550.200, are prohibited unless appropriate backflow protection is provided to prevent backflow through the cross-connection into the public water system.

C. All single-family residential service connections shall provide or be provided with a dual check (DuC) backflow preventer of the type specified by the Town.

D. All non-residential service connections, unless otherwise noted below, shall be provided by the customer with a Reduced Pressure Principle (RP) backflow prevention device installed per the requirements of this Article.

E. All service connections that are intended for a non-chemical added wet pipe sprinkler system, wet standpipe, or fire protection system shall be provided with a double check detector assembly (DCDA).

F. All service connections that are intended for a chemical added wet pipe sprinkler system, wet standpipe, or fire protection system shall be provided with a reduced-pressure principle detector device (RPDA).

G. All backflow prevention devices shall be installed at a location designated by the Town. Generally, this will be immediately on the customer’s side of the meter. If circumstances make this location impractical, then the backflow prevention device may be placed further downstream from the meter. However, any piping between the meter and the backflow prevention device must be either exposed or readily accessible for inspection.

H. All backflow prevention devices shall be installed in accordance with the criteria set forth in Table 1, below.

I. Backflow prevention devices shall be tested as required in this Article, including Section 42-103, below.

J. All new backflow protection required at or for service connections from the Town shall conform to, or comply with, the following standards:

1. All BFPDs must be manufactured by Town-approved backflow manufacturers. The Town shall maintain a list of approved manufacturers. The list shall be maintained by the Town Clerk and available upon request.

2. All new customer-owned backflow preventers shall be approved by the Town and listed by a nationally recognized testing laboratory, such as Underwriters Laboratories, Inc., or Factory Mutual, Inc., pursuant to Chapter 633, Florida Statutes.

3. New dual check valves (DuCs) shall conform to the latest edition of ASSE Standard 1024 or CSA Standard B64.6 or B64.6.1.

4. New double check valve (DC) assemblies shall conform to the latest edition of ASSE Standard 1015, AWWA Standard C510, or CSA Standard B64.5.

5. New double check detector (DCDA) assemblies shall conform to the latest edition of ASSE Standard 1048.

6. New pressure vacuum breaker (PVB) assemblies shall conform to the latest edition of ASSE Standard 1020 or CSA Standard B64.1.2.

7. New reduced-pressure principle (RP) assemblies shall conform to the latest edition of ASSE Standard 1013, AWWA Standard C511, or CSA Standard B64.4.

8. New reduced-pressure principle detector assemblies (RPDA) shall conform to the latest edition of ASSE Standard 1047.

9. New air gaps shall comply with the latest edition of American Society of Mechanical Engineers (ASME) Standard A112.1.2.

K. Cross-connections between a public water system and a wastewater system or reclaimed water system are prohibited.

L. Upon discovery of a prohibited, bypassed, removed, or any other inappropriately protected cross-connection, the Town either shall immediately ensure that the cross-connection is eliminated, shall ensure that appropriate backflow protection is installed to prevent backflow into the public water system, or shall discontinue water service. If the discovered cross-connection is on the premises of a customer and if the customer's premises is in a category described in Table 62-555.360-2 of Florida Administrative Code Section 62-555.360, the Town shall ensure that appropriate backflow protection is provided by the customer at or for the water service connection to the customer regardless of whether the cross-connection is eliminated, or whether internal backflow protection is installed. The Town shall act to meet these requirements by notification as described herein and the discontinuance of service upon failure of the customer to immediately comply.

M. The Town will consider, and may approve, on a case-by-case basis deviations to these standards and requirements upon written and justified request; but in no case shall there be

any outlet, tee, tap, or connection of any type to or from the water piping between the water meter property line, and the required backflow protection device.

**Table 1
Installation Criteria for Backflow Prevention (BFP) Devices:**

Table 1 - Backflow Prevention (BFP) Device Installation Criteria		
Criteria No.	Device	Installation Criteria
1.1	All BFPDs	Must be installed in the orientation as it was approved by the testing agency
1.2	All BFPDs	Must be sized hydraulically, taking into account both volume requirements and pressure loss through the assembly.
1.3	All BFPDs	Must not be subjected to conditions that would exceed its maximum working water pressure. The increased pressure that can happen from the creation of a closed system must be evaluated to prevent damage to the assembly or other plumbing-system components.
1.4	All BFPDs	Shall not be installed in areas where maximum or minimum working temperatures are exceeded without environmental protections being in place.
1.5	All BFPDs	Pipelines must be thoroughly flushed before installation to prevent dirt or debris from entering the device which might adversely affect the device's working abilities.
1.6	All BFPDs	Shall be installed where the device can easily be tested, inspected, repaired, or replaced as necessary.
B.1.7	RP, RPDA, DC, DCDA, PVB	Shall not be installed in a pit or below grade when possible. If the device must be installed in a vault, adequate space for space for testing and maintenance must be provided. If the device is to be installed below grade, any test cocks shall be sealed or plugged so water or debris cannot collect in the test cock.
1.8	RP, RPDA, DC, DCDA, PVB	Shall be installed a minimum of 12 inches above the surrounding grade and flood plain.
1.8	RP, RPDA, DC, DCDA, PVB	Shall not be installed where platforms, ladders, or lifts are required for access. If an assembly must be installed higher than 5 feet above grade, a permanent platform shall be installed around the assembly to provide access for workers.
1.9	PVB	Shall not be installed in a pit or below grade where the air inlet could become submerged in water or where fumes could be present at the air inlet.
1.10	PVB	BFP device system shall be designed for periodic discharge of water from the device's air inlet.

1.11	RP, RPDA	Shall not be installed in a pit or below grade where the relief valve could become submerged in water or where fumes could be present at the relief valve.
1.12	RP, RPDA	BFP device system shall be designed for periodic discharge of water from the device's relief valve.
1.13	RP, RPDA	If the device's discharge is piped to a drain, an air-gap separation must be installed between the relief-valve discharge opening and the drain line leading to the drain.
1.14	Air Gap	Vertical separations shall be at least twice the effective opening (inside diameter) of the water supply outlet but never less than 1 inch.
1.15	Air Gap	In locations where the outlet discharges within three times the inside diameter of the pipe from a single wall or other obstruction, the air gap must be increased to three times the effective opening but never less than 1.5 inches.
1.16	Air Gap	In locations where the outlet discharges within four times the inside diameter of the pipe from two intersecting walls, the air gaps must be increased to four times the effective opening, but never less than 2 inches.
1.17	Air Gap	Shall not be installed where there is a potential for the atmosphere around the air gap to be contaminated nor shall be installed where the inlet pipe could be in contact with a contaminated surface or material.

Sec. 42-102. Responsibility.

A. The Town is responsible for the protection of its public potable water distribution system from backflow of contaminants or pollutants through any water service connection. The Town is also responsible for exercising reasonable control over customer's systems to ensure that proper steps are taken to install, maintain, and test the required backflow prevention systems.

B. If, in the judgment of the Town, an approved backflow prevention device is required at the water service connection to any of its customer's premises for the safety of the users of the water system, the Town shall give notice in writing to the customer that an approved backflow prevention device shall be installed at the customer's expense within 45 days.

C. If, in the judgment of the Town, an existing backflow prevention device is not functioning correctly or has not been maintained or tested in accordance with the requirements of this document and places the safety of the users of the system at risk, the Town shall give notice in writing to the customer that replacement or repairs to the approved backflow prevention device shall be made at the customer's expense within 45 days.

D. Each non-residential customer shall be responsible for the cost of installation of an approved backflow prevention device at each water service. The selection and installation of the

backflow device shall be approved by the Town. Construction shall be consistent with installation criteria in AWWA Manual M14 as incorporated into Section 62-555.360(2), Florida Administrative Code, and shall assure the backflow protection is installed as close as practical to the Town's meter or customer's property line but, in all cases, before the first distribution line off of the customer's water service line. All devices shall meet the applicable AWWA standards for the applicable type.

E. Each non-residential customer shall own, maintain, and test the backflow prevention device installed on their individual water service in accordance with this document.

F. Failure, refusal, or inability on the part of the customer to meet the Town's written time schedule for installation, replacement, or repair of said device or devices shall constitute grounds for discontinuance of water service until such device or devices have been properly installed.

G. In the event of any known or suspected accidental pollution or contamination of the customer's or the Town's potable water system, the customer shall promptly take steps to confine any further spread of pollution or contamination and shall immediately notify the Town in writing of the situation. Any customer failing to comply with this requirement shall be subject to the full extent of all penalties of law.

H. Residential backflow prevention, except as outlined above, shall be provided by the Town. Residential backflow prevention devices shall be owned, maintained, and tested by the Town.

I. The Town reserves the right evaluate customer backflow requirements on a case-by-case basis.

Sec. 42-103. Connection, Evaluation, and Inspections.

A. The Town shall evaluate all new construction of backflow prevention systems to ensure they meet the requirements of this Article prior to the initiation of service. The Town has the option to evaluate the customer's premises at a service connection from the Town using a "Water Use Questionnaire" and, if necessary, will also review the construction plans or conduct an on-site inspection.

B. The Town shall conduct inspections of customer's premises where suspected cross-connections or potential cross-connections may exist or as part of a routine inspection program. Customers shall be notified in advance of the inspections and the reason for the inspections. Should any cross-connections or potential cross-connections be detected, the customer shall be notified in writing of the appropriate type of backflow prevention device to be installed. Refusal by a customer to allow an inspection shall be considered prima facie evidence of the existence of cross-connections, thereby requiring the installation of an approved reduced pressure principle backflow prevention device or the disconnection of service if compliance is not met within 45 days.

C. For existing facilities, a survey of the customer's water system must be conducted. The Town shall evaluate the customer's premises at an existing (i.e., previously constructed) service connection whenever:

1. The customer connects to a reclaimed water distribution system.
2. Whenever an auxiliary water system is discovered on the customer's premises.
3. Whenever a prohibited or inappropriately protected cross-connection is discovered on the customer's premises.
4. Whenever the customer's premises is altered under a building permit in a manner that could change the backflow protection required at or for a service connection to the customer.

Such surveys need not be a detailed inspection of the location or disposition of water lines but can be confined to establishing the water use on the premises; the existence of any cross-connections; the availability of auxiliary water supplies; the availability of pollutants, contaminants, and other liquid, solid or gaseous substances that may be used industrially for stabilization of water supplies and other procedures for determining the degree of health hazard.

If, in the opinion of the Town, the existing use constitutes an extreme hazard to the safety of the users of the system, the Town of Century may require the customer to comply with the more stringent requirements of this Article.

D. All water customers of the Town shall be required to immediately notify the Town in writing or by phone of any changes in their water usage or a change in use of premises. Any change of use shall require the backflow prevention device(s) be brought into compliance with the more stringent requirements of this Article.

Sec. 42-104. Maintenance & Testing.

A. Routine testing of non-residential customer backflow prevention device(s) shall be scheduled annually by the customer with a certified tester and shall be paid for by the customer. The Town shall maintain a record of the use of the facility and shall notify the customers of required testing in accordance with the requirements of Florida Administrative Code Section 62-555.360.

B. All air gaps being required at or for service connections pursuant to Table 62-555.360-2 of Florida Administrative Code Section 62-555.360, shall be inspected at least annually. Persons inspecting air gaps required at or for service connections shall be a certified or registered plumbing contractor or shall be a backflow preventer tester holding a current certification from one of the following organizations or schools:

1. The American Backflow Prevention Association;

2. The American Society of Sanitary Engineering;
3. The American Water Works Association;
4. The Florida Water and Pollution Control Operations Association;
5. The University of Florida Center for Training, Research, and Education for Environmental Occupations; or
6. Any other organization or school approved in writing by the Town.

C. All backflow prevention devices being required at or for non-residential service connections pursuant to Table 62-555.360-2 of Florida Administrative Code Section 62-555.360, shall be tested after installation or repair and at least annually thereafter and shall be repaired or replaced if they fail to meet performance standards. Persons testing backflow preventer connections for fire protection systems shall be a certified Fire Protection System Contractor I or II pursuant to Chapter 633, Florida Statutes. Persons testing backflow preventer assemblies for all other service connections shall be a certified or registered plumbing contractor or shall be a backflow preventer tester holding a current certification from one of the following organizations or schools:

1. The American Backflow Prevention Association;
2. The American Society of Sanitary Engineering;
3. The American Water Works Association;
4. The Florida Water and Pollution Control Operations Association;
5. The University of Florida Center for Training, Research, and Education for Environmental Occupations; or
6. Any other organization or school approved in writing by the Town.

D. Backflow prevention devices being required at or for residential service connections pursuant to Table 62-555.360-2 of Florida Administrative Code Section 62-555.360 shall be tested by the Town after installation or repair and at least biennially thereafter and shall be repaired or replaced if they fail to meet performance standards. This applies to residential backflow prevention devices that are field testable.

E. Reduced Pressure Principle (RP) devices being required at or for service connections pursuant to Table 62-555.360-2 of Florida Administrative Code Section 62-555.360 shall be refurbished or replaced at least once every 5 years or at a lesser frequency determined by the Town.

F. Residential service connections not otherwise identified in Paragraphs B through E, above, of this Section, shall be refurbished or replaced at 10-year intervals unless failure is noted earlier.

G. All customers notified of required testing shall be provided with 60 days' notice to complete the required testing and provide certification. Testing shall be completed by a certified tester as noted in Paragraphs B and C, above, of this Section. Immediately upon completion of testing, the customer shall provide the Town with the test result records. Testing that results in the necessity of repairs shall be documented and documentation shall be immediately provided to the Town along with certification of the completion of repairs or replacement of the backflow prevention device.

H. Failure to complete the testing within the 60-day period shall be cause for one of the following actions at the discretion of the Town:

1. The Town may elect to test the backflow prevention device and charge the customer for the service on the monthly water bill. Failure to pay the bill shall be cause to discontinue service. Should repairs or replacement be required that in the opinion of the Town cause a danger to users of the system, the customer will be provided with no more than 24 hours' notice of discontinuation of service. This time WILL NOT be extended for any reason. Otherwise, the Town of Century shall give notice of 14 days to have repairs and or replacement made. Service will be discontinued at the end of the 14 days if repairs/replacement have not been made.

2. The Town may elect to provide 48 hours' notice of discontinuation of service.

I. Backflow preventer assemblies required at or for service connections from the Town shall be tested using the procedures in one of the following standards or manuals:

1. The latest edition of the ASSE Standards 5013, 5015, 5020, 5047, and 5048;

2. The latest edition of CSA Standard B64.10.1;

3. The latest edition of *Backflow Prevention: Theory & Practice* by the University of Florida Center for Training, Research, and Education for Environmental Occupations;

4. The latest edition of the *Manual of Cross-Connection Control* by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research Center; or

5. Any other standard or manual approved in writing by the Town.

J. Testing equipment used to test backflow preventer assemblies required at or for service connections from the Town shall be verified/calibrated at least annually in accordance with the equipment manufacturer's recommendation.

Sec. 42-104. Records. The Town shall maintain an inventory of the service

connections in the system and the type of use and backflow prevention devices for each service. Town shall maintain records regarding the installation, inspection/testing, and repair/replacement of backflow prevention devices within the system in accordance with Florida Administrative Code Section 62-555.360.

SECTION 2. Severability. It is not the intent of this Ordinance to supersede or conflict with any law, rule, or regulation that has been reserved to or is preempted by laws, rules, and regulations of the State of Florida. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance. Further, in the event that any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then it is hereby declared to be the intent of the Town of Century Town Council that this Ordinance be construed to the fullest extent possible in a manner that is valid and constitutional and excepting only such portions of this Ordinance that are necessary in order for the remaining portions hereof to be valid and lawful.

SECTION 3. Conflict. The provisions of this Ordinance shall be deemed to control and prevail over any ordinance or portion thereof in conflict with the terms hereof.

SECTION 4. Effective Date. This Ordinance shall become effective upon adoption by the Town of Century Town Council.

PASSED ON THE FIRST READING ON THE _____ DAY OF _____, 2025.

ADVERTISED ON THE _____ DAY OF _____, 2025.

PASSED ON THE SECOND READING ON THE _____ DAY OF _____, 2025.

TOWN OF CENTURY, FLORIDA

By: _____
Benjamin D. Boutwell,
Mayor

ATTEST TO:

By: _____
Carrie Moore,
Town Clerk