



AGENDA
Gulf Breeze Regional Water System Board Meeting
Monday, April 13, 2026 at 5:30 PM
Gulf Breeze City Hall
1070 Shoreline Drive
Gulf Breeze, FL 32561

1. ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF MINUTES

- 3 - 4 A. December 8, 2025, Gulf Breeze Regional Water System Meeting Minutes
[Gulf Breeze Regional Water System Board Meeting - 08 Dec 2025 5:30 pm - Minutes - Pdf](#)

3. SELECTION OF CHAIRMAN & VICE CHAIRMAN

- 5 A. Selection of Chairman and Vice Chairman
[Agenda Memo - Selection of Chairman and Vice Chairman - Pdf](#)

4. REPORTS

- 6 - 8 A. Gulf Breeze Regional Water System Operations Summary Quarter 1 2026
[Agenda Memo - Gulf Breeze Regional Water System Operations Summary Quarter 1 2026 - Pdf](#)
- 9 - 19 B. Gulf Breeze Regional Water System Financial Report for Period Ending March 31, 2026
[Agenda Memo - Gulf Breeze Regional Water System Financial Report for Period Ending March 31, 2026 - Pdf](#)

5. ACTION ITEMS

- 20 - 39 A. Consideration of Revised Utility/ROW Permit Policy
[Agenda Memo - Consideration of Revised Utility/ROW Permit Policy - Pdf](#)

6. DISCUSSION ITEMS

- 40 - 41 A. Update on Automated Meter Infrastructure (AMI) Services with Sensus USA, Inc.
[Agenda Memo - Update on Automated Meter Infrastructure \(AMI\) Services with Sensus USA, Inc. - Pdf](#)

7. NEW BUSINESS

8. PUBLIC FORUM

9. ADJOURNMENT

If any person decides to appeal any decisions made by the City Council or any City Board with respect to any matter considered at such meeting or public hearing, such person will need a record of the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based. The public is invited to comment on matters before the City Council, City Boards or Committees upon seeking and receiving recognition from the Mayor or Chairperson. If you are a person with a disability who needs accommodation in order to participate in a public hearing you are entitled to the provision of certain assistance. Please contact the City Clerk's office at (850) 934-5115 or at 1070 Shoreline Drive, Gulf Breeze, Florida, at least 48 hours prior to the date of the public hearing.



MINUTES
Gulf Breeze Regional Water System Board Meeting
December 8, 2025 at 5:30 PM
Gulf Breeze City Hall
1070 Shoreline Drive
Gulf Breeze, FL 32561

The Gulf Breeze Regional Water System Board Meeting of the City of Gulf Breeze, Florida, was held at Gulf Breeze City Hall on December 8, 2025. The meeting was called to order at 5:30 PM.

1. ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT: Mayor JB Schluter, Robert McClendon, David Lister, John Welt, Eric Dominguez, and Bobby Potomski

BOARD MEMBERS ABSENT: Terry Mills

2. INTRODUCTION OF NEW BOARD MEMBERS

Newly appointed Board members, John Welt, David Lister, Robert McClendon, and Eric Dominguez, provided brief self-introductions.

3. APPROVAL OF MINUTES

Mayor JB Schluter made a motion to approve the June 9, 2025, Gulf Breeze Water System Board Meeting Minutes. John Welt seconded the motion. The vote for approval was 6 - 0 unanimous with Terry Mills absent.

Mayor JB Schluter made a motion to approve the July 28, 2025, Gulf Breeze Water System Board Meeting Minutes. John Welt seconded the motion. The vote for approval was 6 - 0 unanimous with Terry Mills absent.

4. REPORTS

A. Gulf Breeze Regional Water System Operating Report

The Utility Manager presented the report and answered questions.

B. Gulf Breeze Regional Water System Financial Report for Period Ending November 30, 2025

The Assistant Director of Public Works presented the report and answered questions.

5. **ACTION ITEMS**

- A. Approve Bid Award Recommendation for the West Water Plant Improvements Project to Utility Service Co., for \$2,665,416.92

Reference: Utility Manager memo dated December 1, 2025

Recommendation: That the Gulf Breeze Regional Water System (GBRWS) Board recommend to the City Council approval of the award of bid for the West Water Plant Improvements project to the lowest responsive and responsible bidder, Utility Service Co., Inc., for \$2,665,416.92.

The Utility Manager presented this item and answered questions.

Mayor JB Schluter made a motion to recommend to the City Council approval of the award of bid for the West Water Plant Improvements project to the lowest responsive and responsible bidder, Utility Service Co., Inc., for \$2,665,416.92. John Welt seconded the motion. The vote for approval was 6 - 0 unanimous with Terry Mills absent.

6. **NEW BUSINESS**

None.

7. **PUBLIC FORUM**

No one spoke during the public forum.

8. **ADJOURNMENT**

Mr. Potomski adjourned the meeting at 6:06 p.m.

Leslie A. Guyer, MMC, City Clerk



Memorandum

To: Gulf Breeze Regional Water Board Members
From: Leslie A. Guyer, MMC, City Clerk
Date: April 10, 2026
Subject: Selection of Chairman and Vice Chairman

REQUEST:

That the Gulf Breeze Regional Water System Board select a Chairman and Vice Chairman from amongst its members for 2026-2027.

DISCUSSION:

The Gulf Breeze Regional Water System Board must elect a chairman and vice-chairman from amongst its members. The chairman's term is one year, and the chairman may be re-elected for successive terms.

The current Chairman is Terry Mills. The Vice Chairman position is currently vacant, as Mrs. Zimmern did not renew her term on the Board.

The current membership of the Gulf Breeze Regional Water Board is listed below:

1. Terry Mills, Chair
2. Bobby Potomski
3. JB Schluter, Mayor
4. David Lister
5. John Welt
6. Eric Dominquez

RECOMMENDATION:

That the Gulf Breeze Regional Water System Board select a Chairman and Vice Chairman from amongst its members for 2026-2027.

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Memorandum

To: Samantha D. Abell, City Manager
From: Zach Lewis, Utility Manager
Thru: Jeff Huggins, Director of Public Works
Date: April 9, 2026
Subject: Gulf Breeze Regional Water System Operations Summary Quarter 1 2026

BACKGROUND:

This report is intended to serve as a recurring quarterly update for the Gulf Breeze Regional Water System Board of Directors, summarizing operational and other key matters involving GBRWS.

DISCUSSION:

Drinking Water Distribution:

	FRUS Flow	ECUA Flow	Midway Passthrough	Total Water Received
January, 2026	52,936,090	0	1,166,100	54,102,190
February, 2026	49,061,820	0	497,100	49,558,920
March, 2026	56,121,950	0	0	56,121,950

- Billed water consumption was 129.132 million gallons of water in the first quarter of 2026. Known non-revenue water loss for the system was 2.208 million gallons, or 17.6% of total water use, in Q1. Staff expected the loss to be slightly higher this month due to an unusually high number of main breaks in the system.
- The City's non-revenue water (water loss) program for the Eastern Zone is currently underway. The existing equipment is already showing patterns from main breaks and flow reversals.
- Staff responded to and repaired approximately 116 water leaks.
- Staff completed 308 service connections and disconnections not related to payment issues.
- Staff responded to 130 various meter issues.
- Staff installed 123 residential backflow preventers.

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- For the transmission main replacement and upgrade project through the Naval Live Oaks National Park, staff has decided to complete all design work in-house. The design and permitting should be complete by the end of Q2 2026.
- The west booster station replacement project bid process is complete, and an official notice to proceed will be issued when the pre-construction meeting is scheduled. The bids came in higher than budgeted for FY 2026, so staff will request additional funding in the FY 2027 budget cycle to complete the project. Utility Services Company is scheduled to begin construction on July 1, 2026.
- The Soundview Trail water main replacement project began in mid-March. Contractors are currently on site installing the new 6" water main.

Waste Water Collection System:

- 23 Customer service-related calls were responded to.
- 75 New sewer connections.
- 18 Lift stations cleaned and inspected.
- A total of 14 services, representing approximately 1,500 linear feet, and 10,294.8 linear feet of 8-inch gravity sewer mains were cleaned and inspected using CCTV. These inspections identified the need for maintenance projects in several areas of the franchise. The older terracotta sewer mains and brick-and-mortar maintenance holes are showing evidence of groundwater intrusion.
- Gulf Coast Underground, under a Council-approved Piggyback Contract through ECUA, has prepared to mobilize to begin FY26 I&I repairs. The FY26 project will include lining and rehabilitating terracotta sewer mains within the City. This will eliminate I&I, reduce interruptions, and extend the infrastructure's longevity. This project should begin by mid-April to stay ahead of the 2026 paving projects.
- Ongoing STS projects, including Highpoint, Fairpoint, Florida Ave/Montrose, and Shoreline Phase II, are in various stages of completion. Some are nearing completion, awaiting the final walkthrough and the close-out documents. Start-up for the new Montrose lift station was completed on January 7th, and the gravity system was tested on January 13th.
- The Bay Bridge Utility Replacement Project is nearing completion. Only the paving portion, final walk-through, and completion of punch list items remain.
- Bay Cliffs STS: Comments from 60% plan review are being progressed to 90% and FDEP Permit Submittals. A public Q&A meeting with residents was held on March 30, 2026. Final Plans and approved permits are anticipated to be completed and in hand at the end of June 2026.
- Bids were received for the Tiger Point/Ceylon lift station rehab. The project has been awarded to Utility Services Company and an official Notice to Proceed has been issued. BDI is currently reviewing submittals.
- Whisper Bay LS 5 Rehab: Emergency repairs have been approved for elements in need of immediate replacement.

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Water Reclamation Facility (WRF)

	Total Flow	Average Daily Flow	Percent Capacity
January, 2026	56.431 MG	1.820 MGD	91%
February, 2026	52.281 MG	1.867 MGD	93%
March, 2026	59.414 MG	1.917 MGD	96%

- The WRF expansion is now over 66% complete. Over the next 30 days, contractors plan to pressure test all piping, leak test the tanks, and begin manufacturer start-ups of equipment. Power upgrades from Florida Power & Light are being negotiated through Development Services and the integration of SCADA and controls are being reviewed by the City's I.T. team. It is still believed that a portion of the treatment equipment will be in service before the end of June

Reclaimed Water System:

- South Santa Rosa Reuse-Reclaim Expansion: 90% review comments have been returned to GMC. A grant extension request has been submitted to FDEP for an extension beyond April, 2026.

RECOMMENDATION:

Informational. No Action Required.



Memorandum

To: Samantha D. Abell, City Manager
From: Tanya Strickland, Finance Director
Thru: Jeff Huggins, Director of Public Works
Date: April 8, 2026
Subject: Gulf Breeze Regional Water System Financial Report for Period Ending March 31, 2026

DISCUSSION:

For the period through March 2026 of this fiscal year, excluding capital-related items, revenues are 42.39% of the budget, and expenses are 55.05%, with 50% of the year completed.

No significant findings are noted below. Attached is the summary and the line-item financial reports.

IMPACT FEES

Impact fees are sequestered in a separate fund and must be used for capacity improvement projects as outlined in Ordinance 03-2023, adopted in June 2023. A record of all transfers and their purposes must be maintained.

For the period through March 2026 of this fiscal year, total impact fees collected YTD are \$449,047, and the total reserve balance is \$2,025,794.

REVENUES

Overall, sales revenues are on track with where they are expected to be at this point in the fiscal year.

EXPENDITURES

Overall, operating expenditures are on track with where they are expected to be at this point in the fiscal year.

FINANCIAL IMPACT:

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The table below provides customer statistical information. Attached are graphs of this data for the past 12 months.

WATER STATISTICS			
	# Customers Billed	Revenues	Average Billed per Customer
25-Mar	7,356	\$330,610	\$44.94
26-Mar	6,819	\$328,277	\$48.14
% Change	-7.30%	-0.71%	7.11%
SEWER STATISTICS			
	# Customers Billed	Revenues	Average Billed per Customer
24-Dec	10,261	\$591,465	\$57.64
26-Mar	9,795	\$608,412	\$62.11
% Change	-4.54%	2.87%	7.76%
RECLAIMED WATER STATISTICS			
	# Customers Billed	Revenues	Average Billed per Customer
24-Dec	1,104	\$12,553	\$11.37
26-Mar	1,168	\$13,133	\$11.24
% Change	5.80%	4.62%	-1.11%

ATTACHED:

- [2026.03.31 Financial Detail](#)
- [2026.03.31 Financial Summary](#)
- [Charts - GBRWS 03.31.2026](#)

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DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026

Percent of Fiscal Year Completed 50.00%

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	2025-26 Earned or Spent	% Complete
Fund 400 - WATER, SEWER & WASTE WATER				
GRANT & INTERGOV REV				
400-0000-334.70-00	STATE GRANT	14,103,378.00	0.00	0.00%
Net GRANT & INTERGOV REV		14,103,378.00	0.00	0.00%
SALES REVENUES				
400-0000-343.30-00	WATER REVENUE	4,683,273.00	2,196,819.37	46.91%
400-0000-343.30-20	HYDRANT METER WATER CONSUMPTION	2,800.00	6,057.62	216.34%
400-0000-343.50-00	SEWER REVENUE	8,162,820.00	3,981,020.84	48.77%
400-0000-343.50-03	FOG REVENUE	6,800.00	2,935.59	43.17%
400-0000-343.50-05	RECLAIMED WATER	150,755.00	78,233.45	51.89%
400-0000-343.69-00	OUTSIDE CITY PILOF	838,170.00	438,484.91	52.31%
400-0000-369.91-10	METER INSTALLATION FEES	12,295.00	4,864.29	39.56%
Net SALES REVENUES		13,856,913.00	6,708,416.07	48.41%
INT RENT & MISC REV				
400-0000-361.10-00	MISC INTEREST EARNINGS	2,450.00	1,134.32	46.30%
400-0000-369.01-00	OTHER MISC REVENUES	158,725.00	75,641.33	47.66%
400-0000-369.70-10	A/P INVOICE DISCOUNTS	600.00	402.28	67.05%
400-0000-369.90-00	RECONNECTION FEES	86,380.00	47,510.00	55.00%
400-2300-362.10-20	AT&T	0.00	1,013.79	N/A
Net INT RENT & MISC REV		248,155.00	125,701.72	50.65%
OTHER REVENUE				
400-0000-389.70-00	ERC REVENUE	1,920,000.00	1,019,972.72	53.12%
Net OTHER REVENUE		1,920,000.00	1,019,972.72	53.12%
BUDGETED RESERVES				
400-0000-380.00-00	RESERVES BROUGHT FWD (BUDGET ONLY)	46,557,629.68	0.00	0.00%
Net BUDGETED RESERVES		46,557,629.68	0.00	0.00%
INTERFUND TRANSFERS				
400-0000-381.00-00	INTERFUND TRANSFER	2,441,100.00	206,095.00	8.44%
400-0000-381.81-71	DEBT SVC XFER IN - PRIN	60,826.00	30,412.18	50.00%
400-0000-381.81-72	DEBT SVC XFER IN - INT	854.00	426.14	49.90%
Net INTERFUND TRANSFERS		2,502,780.00	236,933.32	9.47%
PERSONNEL PAYMENTS				
400-0700-512.12-00	REGULAR SALARIES & WAGES	858,888.00	477,331.54	55.58%
400-0700-512.12-00-OVERHD	REGULAR SALARIES & WAGES	244,235.00	129,758.29	53.13%
400-0700-512.12-50	PART-TIME SALARIES & WGES	9,219.00	0.00	0.00%
400-0700-513.13-50	TEMPORARIES	8,509.00	3,130.33	36.79%
400-0700-514.14-00	OVERTIME	37,034.00	45,885.28	123.90%
400-0700-514.14-00-OVERHD	OVERTIME	0.00	617.48	N/A
400-0700-515.15-00	SPECIAL PAY	0.00	570.29	N/A
400-0900-512.12-00	REGULAR SALARIES & WAGES	1,001,740.00	463,452.27	46.26%
400-0900-512.12-00-OVERHD	REGULAR SALARIES & WAGES	204,887.00	108,185.17	52.80%

DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026

Percent of Fiscal Year Completed 50.00%

GL NUMBER	DESCRIPTION	2025-26	2025-26	% Complete
		AMENDED BUDGET	Earned or Spent	
400-0900-512.12-50	PART-TIME SALARIES & WGES	11,498.00	0.00	0.00%
400-0900-513.13-50	TEMPORARIES	8,509.00	3,130.32	36.79%
400-0900-514.14-00	OVERTIME	42,753.00	42,889.63	100.32%
400-0900-514.14-00-OVERHD	OVERTIME	0.00	514.59	N/A
400-0900-515.15-00	SPECIAL PAY	0.00	569.71	N/A
400-2300-512.12-00	REGULAR SALARIES & WAGES	523,527.00	277,783.10	53.06%
400-2300-512.12-00-OVERHD	REGULAR SALARIES & WAGES	71,575.00	37,858.87	52.89%
400-2300-512.12-50	PART-TIME SALARIES & WGES	10,359.00	0.00	0.00%
400-2300-514.14-00	OVERTIME	12,716.00	9,895.31	77.82%
400-2300-514.14-00-OVERHD	OVERTIME	0.00	180.08	N/A
Net PERSONNEL PAYMENTS		3,045,449.00	1,601,752.26	52.59%
TAXES & BENEFITS				
400-0700-521.21-00	FICA TAXES	69,243.00	37,956.28	54.82%
400-0700-521.21-00-OVERHD	FICA TAXES	18,684.00	9,586.63	51.31%
400-0700-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	71,474.00	34,258.80	47.93%
400-0700-522.22-50-OVERHD	FMPTF RETIREMENT (DC-ER 401A)	19,539.00	8,784.49	44.96%
400-0700-523.23-00	HEALTH INSURANCE	199,879.00	107,321.03	53.69%
400-0700-523.23-00-OVERHD	HEALTH INSURANCE	35,140.00	17,620.24	50.14%
400-0700-523.23-20	LIFE INSURANCE	970.00	595.47	61.39%
400-0700-523.23-20-OVERHD	LIFE INSURANCE	309.00	175.74	56.87%
400-0700-523.23-30	DENTAL	10,257.00	5,449.48	53.13%
400-0700-523.23-30-OVERHD	DENTAL	2,317.00	1,271.18	54.86%
400-0700-523.23-40	VISION	1,247.00	652.27	52.31%
400-0700-523.23-40-OVERHD	VISION	261.00	142.69	54.67%
400-0700-526.26-00	DISABILITY INSURANCE	649.00	373.59	57.56%
400-0700-526.26-00-OVERHD	DISABILITY INSURANCE	212.00	116.97	55.17%
400-0900-521.21-00	FICA TAXES	79,904.00	37,115.45	46.45%
400-0900-521.21-00-OVERHD	FICA TAXES	15,674.00	7,992.76	50.99%
400-0900-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	83,560.00	32,912.78	39.39%
400-0900-522.22-50-OVERHD	FMPTF RETIREMENT (DC-ER 401A)	16,391.00	7,324.38	44.69%
400-0900-523.23-00	HEALTH INSURANCE	230,995.00	98,613.28	42.69%
400-0900-523.23-00-OVERHD	HEALTH INSURANCE	29,525.00	14,703.70	49.80%
400-0900-523.23-20	LIFE INSURANCE	1,114.00	578.69	51.95%
400-0900-523.23-20-OVERHD	LIFE INSURANCE	258.00	146.61	56.83%
400-0900-523.23-30	DENTAL	11,725.00	4,889.42	41.70%
400-0900-523.23-30-OVERHD	DENTAL	1,942.00	1,059.94	54.58%
400-0900-523.23-40	VISION	1,436.00	597.17	41.59%
400-0900-523.23-40-OVERHD	VISION	219.00	118.89	54.29%
400-0900-526.26-00	DISABILITY INSURANCE	755.00	385.74	51.09%
400-0900-526.26-00-OVERHD	DISABILITY INSURANCE	178.00	97.40	54.72%
400-2300-521.21-00	FICA TAXES	41,815.00	20,827.80	49.81%
400-2300-521.21-00-OVERHD	FICA TAXES	5,475.00	2,797.16	51.09%
400-2300-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	43,728.00	20,941.90	47.89%
400-2300-522.22-50-OVERHD	FMPTF RETIREMENT (DC-ER 401A)	5,726.00	2,563.25	44.77%
400-2300-523.23-00	HEALTH INSURANCE	129,615.00	63,220.10	48.78%
400-2300-523.23-00-OVERHD	HEALTH INSURANCE	10,310.00	5,144.24	49.90%
400-2300-523.23-20	LIFE INSURANCE	653.00	343.44	52.59%

DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026

Percent of Fiscal Year Completed 50.00%

GL NUMBER	DESCRIPTION	2025-26	2025-26	% Complete
		AMENDED BUDGET	Earned or Spent	
400-2300-523.23-20-OVERHD	LIFE INSURANCE	91.00	51.23	56.30%
400-2300-523.23-30	DENTAL	7,163.00	3,442.05	48.05%
400-2300-523.23-30-OVERHD	DENTAL	679.00	370.93	54.63%
400-2300-523.23-40	VISION	904.00	436.05	48.24%
400-2300-523.23-40-OVERHD	VISION	77.00	41.69	54.14%
400-2300-526.26-00	DISABILITY INSURANCE	429.00	302.30	70.47%
400-2300-526.26-00-OVERHD	DISABILITY INSURANCE	62.00	34.07	54.95%
Net TAXES & BENEFITS		1,150,584.00	551,357.28	47.92%
PROF & CONTRACT SERVICES				
400-0700-531.31-40	PROFESSIONAL SERVICES	300,154.95	128,484.46	42.81%
400-0700-531.31-40-DEVSRV	PROFESSIONAL SERVICES	0.00	18.00	N/A
400-0700-531.31-40-UBILL1	PROFESSIONAL SERVICES	0.00	10,346.99	N/A
400-0700-534.34-10	OTHER CONTRACTUAL SERVICE	1,536,679.00	506,943.98	32.99%
400-0700-534.34-40-ITGEN1	IT SUPPORT & SOFTWARE AGREEMENTS	149,066.00	2,391.00	1.60%
400-0900-531.31-10	LEGAL SERVICES	0.00	22,832.00	N/A
400-0900-531.31-40	PROFESSIONAL SERVICES	15,000.00	136,020.46	906.80%
400-0900-531.31-40-DEVSRV	PROFESSIONAL SERVICES	28,060.00	18.00	0.06%
400-0900-531.31-40-UBILL1	PROFESSIONAL SERVICES	0.00	10,611.85	N/A
400-0900-534.34-10	OTHER CONTRACTUAL SERVICE	33,185.00	9,765.29	29.43%
400-0900-534.34-40-ITGEN1	IT SUPPORT & SOFTWARE AGREEMENTS	51,659.00	17,949.96	34.75%
400-2300-531.31-40	PROFESSIONAL SERVICES	71,716.84	5,550.11	7.74%
400-2300-531.31-40-UBILL1	PROFESSIONAL SERVICES	0.00	4,347.94	N/A
400-2300-534.34-10	OTHER CONTRACTUAL SERVICE	231,500.00	83,796.08	36.20%
400-2300-534.34-40	IT SUPPORT & SOFTWARE AGREEMENTS	5,000.00	0.00	0.00%
Net PROF & CONTRACT SERVICES		2,422,020.79	939,076.12	38.77%
OPERATION & REPAIRS				
400-0700-540.40-10	TRAVEL & PER DIEM	12,000.00	3,607.44	30.06%
400-0700-540.40-30	MEALS - NON-TRAVEL	2,500.00	616.55	24.66%
400-0700-541.41-10	TELEPHONES	13,500.00	4,755.90	35.23%
400-0700-541.41-10-DEVSRV	TELEPHONES	800.00	391.38	48.92%
400-0700-541.41-20	POSTAGE	4,000.00	1,523.02	38.08%
400-0700-543.43-10	UTILITIES	110,000.00	45,979.69	41.80%
400-0700-543.43-30	PROPERTY TAX EXPENSE	0.00	1,043.51	N/A
400-0700-544.44-00	RENTALS & LEASES	4,500.00	793.87	17.64%
400-0700-546.46-10	REPAIRS & MAINTENANCE BLDG & OTHER	400,000.00	48,534.45	12.13%
400-0700-546.46-10-DEVSRV	REPAIRS & MAINTENANCE BLDG & OTHER	800.00	91.97	11.50%
400-0700-546.46-20	REPAIRS & MAINT - VEHICLE	40,000.00	13,186.73	32.97%
400-0700-546.46-20-DEVSRV	REPAIRS & MAINT - VEHICLE	1,000.00	47.90	4.79%
400-0700-546.46-30	REPAIRS & MAINT - MACHINERY & EQUIP	15,000.00	2,488.32	16.59%
400-0900-539.01-00	STEP PROGRAM REIMB EXPENSES	0.00	16,713.90	N/A
400-0900-540.40-10	TRAVEL & PER DIEM	7,500.00	2,473.05	32.97%
400-0900-540.40-30	MEALS - NON-TRAVEL	1,200.00	346.87	28.91%
400-0900-541.41-10	TELEPHONES	14,000.00	3,427.72	24.48%
400-0900-541.41-10-DEVSRV	TELEPHONES	700.00	391.38	55.91%
400-0900-541.41-20	POSTAGE	1,500.00	755.34	50.36%
400-0900-543.43-10	UTILITIES	120,000.00	46,117.88	38.43%

DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026

Percent of Fiscal Year Completed 50.00%

GL NUMBER	DESCRIPTION	2025-26	2025-26	% Complete
		AMENDED BUDGET	Earned or Spent	
400-0900-544.44-00	RENTALS & LEASES	90,000.00	79,185.31	87.98%
400-0900-546.46-10	REPAIRS & MAINTENANCE BLDG & OTHER	550,000.00	48,284.71	8.78%
400-0900-546.46-10-DEVSRV	REPAIRS & MAINTENANCE BLDG & OTHER	0.00	91.97	N/A
400-0900-546.46-20	REPAIRS & MAINT - VEHICLE	35,000.00	8,454.42	24.16%
400-0900-546.46-20-DEVSRV	REPAIRS & MAINT - VEHICLE	1,000.00	47.90	4.79%
400-0900-546.46-30	REPAIRS & MAINT - MACHINERY & EQUIP	50,000.00	11,898.96	23.80%
400-2300-540.40-10	TRAVEL & PER DIEM	2,500.00	2,103.72	84.15%
400-2300-540.40-30	MEALS - NON-TRAVEL	1,200.00	386.75	32.23%
400-2300-541.41-10	TELEPHONES	5,000.00	1,721.84	34.44%
400-2300-541.41-20	POSTAGE	0.00	222.95	N/A
400-2300-543.43-10	UTILITIES	300,000.00	122,794.69	40.93%
400-2300-544.44-00	RENTALS & LEASES	35,000.00	0.00	0.00%
400-2300-546.46-10	REPAIRS & MAINTENANCE BLDG & OTHER	175,000.00	23,821.30	13.61%
400-2300-546.46-20	REPAIRS & MAINT - VEHICLE	6,500.00	4,202.33	64.65%
400-2300-546.46-20-DEVSRV	REPAIRS & MAINT - VEHICLE	0.00	9.57	N/A
400-2300-546.46-30	REPAIRS & MAINT - MACHINERY & EQUIP	25,000.00	10,410.41	41.64%
400-2300-546.46-65	R & M - REUSE	25,000.00	13.63	0.05%
400-2300-546.46-90	R & M - HOA/COMMUNITY SUPPORT	0.00	432.00	N/A
Net OPERATION & REPAIRS		2,050,200.00	507,369.33	24.75%
SUPPLIES & EXPENSES				
400-0700-551.51-00	OFFICE SUPPLIES	4,000.00	2,421.83	60.55%
400-0700-552.52-00	OPERATING SUPPLIES	200,000.00	187,817.82	93.91%
400-0700-552.52-00-DEVSRV	OPERATING SUPPLIES	0.00	66.70	N/A
400-0700-552.52-00-LOOP01	OPERATING SUPPLIES	(780.00)	0.00	0.00%
400-0700-552.52-20	FUELS AND LUBRICANTS	60,000.00	26,854.73	44.76%
400-0700-552.52-21	CHEMICALS	30,000.00	8,573.03	28.58%
400-0700-552.52-30	UNIFORMS & PERSONAL EQUIP	12,000.00	8,391.31	69.93%
400-0700-552.52-30-DEVSRV	UNIFORMS & PERSONAL EQUIP	500.00	0.00	0.00%
400-0700-552.52-30-LOOP01	UNIFORMS & PERSONAL EQUIP	(79.94)	0.00	0.00%
400-0700-552.52-80	METERS & METER SUPPLIES	106,500.00	36,093.24	33.89%
400-0700-552.52-99	INCR IN AR RESERVE FOR NON- COLLECTN	0.00	5,116.80	N/A
400-0700-553.10-10	MINOR EQUIPMENT AND FURNITURE	3,000.00	1,385.40	46.18%
400-0700-553.10-10-DEVSRV	MINOR EQUIPMENT AND FURNITURE	2,000.00	0.66	0.03%
400-0700-553.10-10-ITGEN1	MINOR EQUIPMENT AND FURNITURE	4,000.00	0.00	0.00%
400-0700-554.54-00	MEMBERSHIPS, ADS & SUBSCR	6,000.00	2,577.81	42.96%
400-0700-554.54-00-DEVSRV	MEMBERSHIPS, ADS & SUBSCR	1,850.00	0.00	0.00%
400-0700-554.54-10	EMPLOYEE TRAINING	15,000.00	7,980.91	53.21%
400-0900-551.51-00	OFFICE SUPPLIES	2,000.00	1,466.69	73.33%
400-0900-552.52-00	OPERATING SUPPLIES	70,000.00	72,923.07	104.18%
400-0900-552.52-00-DEVSRV	OPERATING SUPPLIES	600.00	66.70	11.12%
400-0900-552.52-20	FUELS AND LUBRICANTS	15,000.00	9,715.68	64.77%
400-0900-552.52-21	CHEMICALS	10,000.00	6,291.78	62.92%
400-0900-552.52-30	UNIFORMS & PERSONAL EQUIP	10,000.00	7,225.22	72.25%
400-0900-552.52-30-DEVSRV	UNIFORMS & PERSONAL EQUIP	500.00	0.00	0.00%
400-0900-552.52-98	OVER/SHORT INVENTORY	0.00	2,916.12	N/A
400-0900-553.10-10	MINOR EQUIPMENT AND FURNITURE	7,500.00	715.16	9.54%
400-0900-553.10-10-DEVSRV	MINOR EQUIPMENT AND FURNITURE	3,000.00	0.66	0.02%

DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026
 Percent of Fiscal Year Completed 50.00%

GL NUMBER	DESCRIPTION	2025-26	2025-26	% Complete
		AMENDED BUDGET	Earned or Spent	
400-0900-553.10-10-ITGEN1	MINOR EQUIPMENT AND FURNITURE	4,000.00	9,915.12	247.88%
400-0900-554.54-00	MEMBERSHIPS, ADS & SUBSCR	4,000.00	846.28	21.16%
400-0900-554.54-10	EMPLOYEE TRAINING	12,000.00	6,890.91	57.42%
400-2300-551.51-00	OFFICE SUPPLIES	600.00	246.28	41.05%
400-2300-552.52-00	OPERATING SUPPLIES	40,000.00	18,543.89	46.36%
400-2300-552.52-00-DEVSRV	OPERATING SUPPLIES	0.00	13.33	N/A
400-2300-552.52-20	FUELS AND LUBRICANTS	20,000.00	2,306.70	11.53%
400-2300-552.52-21	CHEMICALS	290,000.00	168,617.52	58.14%
400-2300-552.52-30	UNIFORMS & PERSONAL EQUIP	3,500.00	3,029.38	86.55%
400-2300-552.52-80	METERS & METER SUPPLIES	10,000.00	1,047.61	10.48%
400-2300-553.10-10	MINOR EQUIPMENT AND FURNITURE	1,200.00	0.00	0.00%
400-2300-554.54-00	MEMBERSHIPS, ADS & SUBSCR	3,000.00	317.32	10.58%
400-2300-554.54-10	EMPLOYEE TRAINING	3,000.00	3,972.46	132.42%
Net SUPPLIES & EXPENSES		953,890.06	604,348.12	63.36%
CAPITAL EXPENDITURES				
400-0700-562.62-00	BUILDINGS	0.00	23,939.99	N/A
400-0700-563.63-10	IMPROV OTHER THAN BLDGS	4,504,183.56	58,820.88	1.31%
400-0700-563.63-10-BAYBRG	IMPROV OTHER THAN BLDGS	105,173.13	39,419.07	37.48%
400-0700-563.63-10-PS1904	IMPROV OTHER THAN BLDGS	415,606.00	379,642.00	91.35%
400-0700-563.63-10-RW2301	IMPROV OTHER THAN BLDGS	24,820.34	25,720.34	103.63%
400-0700-564.64-00	MACHINERY, FURNITURE AND EQUIPMENT	132,000.00	286.51	0.22%
400-0900-562.62-00	BUILDINGS	35,000.00	11,999.04	34.28%
400-0900-563.63-10	IMPROV OTHER THAN BLDGS	9,481,324.80	256,938.02	2.71%
400-0900-563.63-10-BAYBRG	IMPROV OTHER THAN BLDGS	122,019.39	48,904.37	40.08%
400-0900-563.63-10-CTYSTS	IMPROV OTHER THAN BLDGS	17,473,387.11	2,585,417.44	14.80%
400-0900-563.63-10-PS1902	IMPROV OTHER THAN BLDGS	30,613.00	0.00	0.00%
400-0900-564.64-00	MACHINERY, FURNITURE AND EQUIPMENT	75,000.00	83,020.75	110.69%
400-2300-563.63-10	IMPROV OTHER THAN BLDGS	0.00	4,879.27	N/A
400-2300-563.63-10-BRSPP3	IMPROV OTHER THAN BLDGS	3,503,200.00	78,500.00	2.24%
400-2300-563.63-10-PS1704	IMPROV OTHER THAN BLDGS	26,738,740.56	14,309,801.38	53.52%
400-2300-564.64-00	MACHINERY, FURNITURE AND EQUIPMENT	10,000.00	0.00	0.00%
Net CAPITAL EXPENDITURES		62,651,067.89	17,907,289.06	28.58%
DEBT SERVICE				
400-0700-571.71-00	DEBT SERVICE - Principal	347,267.00	0.00	0.00%
400-0700-572.72-00	DEBT SERVICE - Interest	34,415.00	19,508.84	56.69%
400-0700-572.72-10	IMPUTED INTEREST FDOT NOTE	2,986.00	2,985.39	99.98%
400-0900-571.71-00	DEBT SERVICE - Principal	292,993.00	0.00	0.00%
400-0900-572.72-00	DEBT SERVICE - Interest	44,608.00	23,652.82	53.02%
400-0900-572.72-10	IMPUTED INTEREST FDOT NOTE	11,477.00	11,476.62	100.00%
400-2300-571.71-00	DEBT SERVICE - Principal	3,681,530.00	3,681,529.67	100.00%
400-2300-572.72-00	DEBT SERVICE - Interest	1,029,764.00	416,385.86	40.44%
400-2300-573.73-00	OTHER DEBT SERVICE COSTS	28,500.00	22,807.65	80.03%
Net DEBT SERVICE		5,473,540.00	4,178,346.85	76.34%
TRANSFERS IN / OUT				
400-0700-591.91-10	TRANSFERS	217,916.00	108,958.00	50.00%

DETAILED BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

FY2025-2026

Through Period Ending 3/31/2026

Percent of Fiscal Year Completed 50.00%

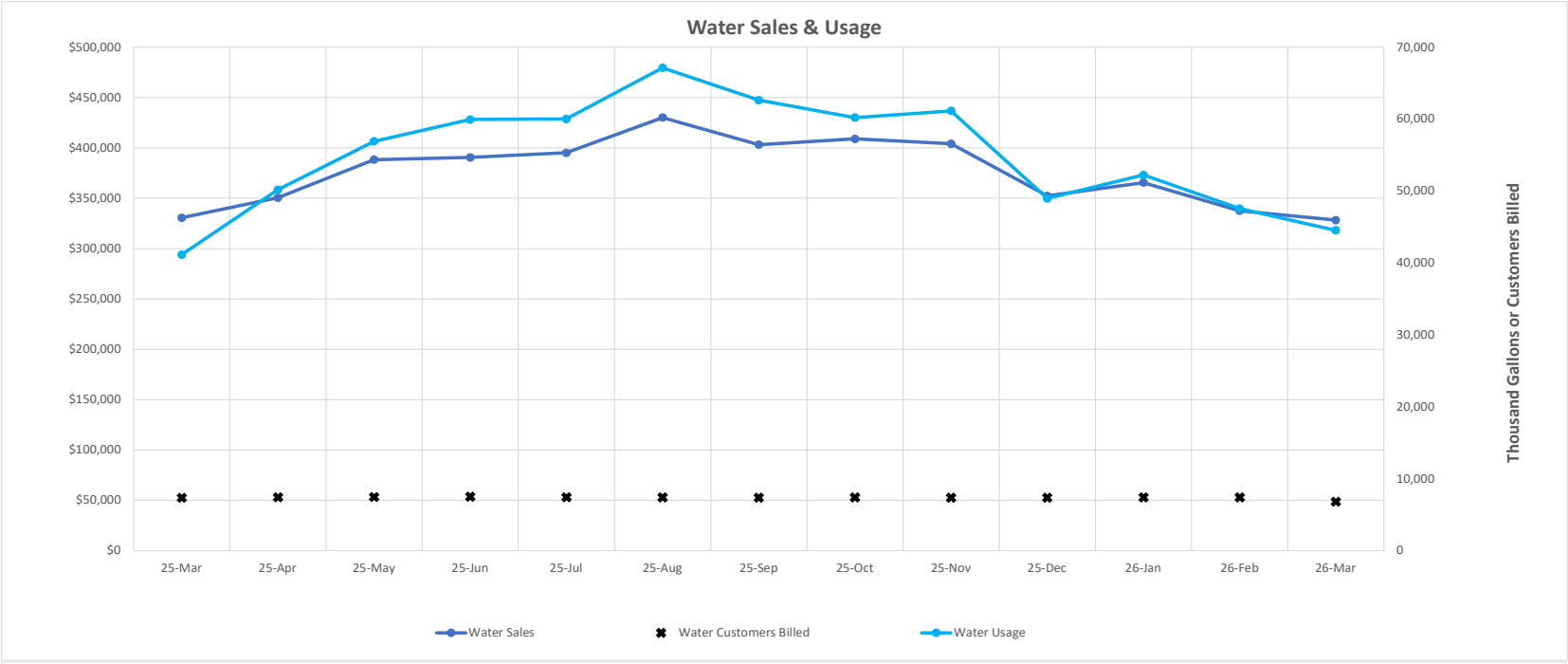
GL NUMBER	DESCRIPTION	2025-26	2025-26	% Complete
		AMENDED BUDGET	Earned or Spent	
400-0700-591.91-35	TRANSFER TO OTHER FUNDS - PILOF	296,075.00	0.00	0.00%
400-0900-591.91-10	TRANSFERS	217,916.00	108,958.00	50.00%
400-0900-591.91-35	TRANSFER TO OTHER FUNDS - PILOF	491,422.00	393,748.50	80.12%
400-2300-591.91-10	TRANSFERS	217,915.00	108,957.50	50.00%
Net TRANSFERS IN / OUT		1,441,244.00	720,622.00	50.00%
TOTAL REVENUES		79,188,856	8,091,024	10.22%
TOTAL EXPENDITURES		79,187,996	27,010,161	34.11%
NET OF REVENUES & EXPENDITURES		860	(18,919,137)	

SUMMARY BUDGET REPORT FOR CITY OF GULF BREEZE REGIONAL WATER SYSTEM

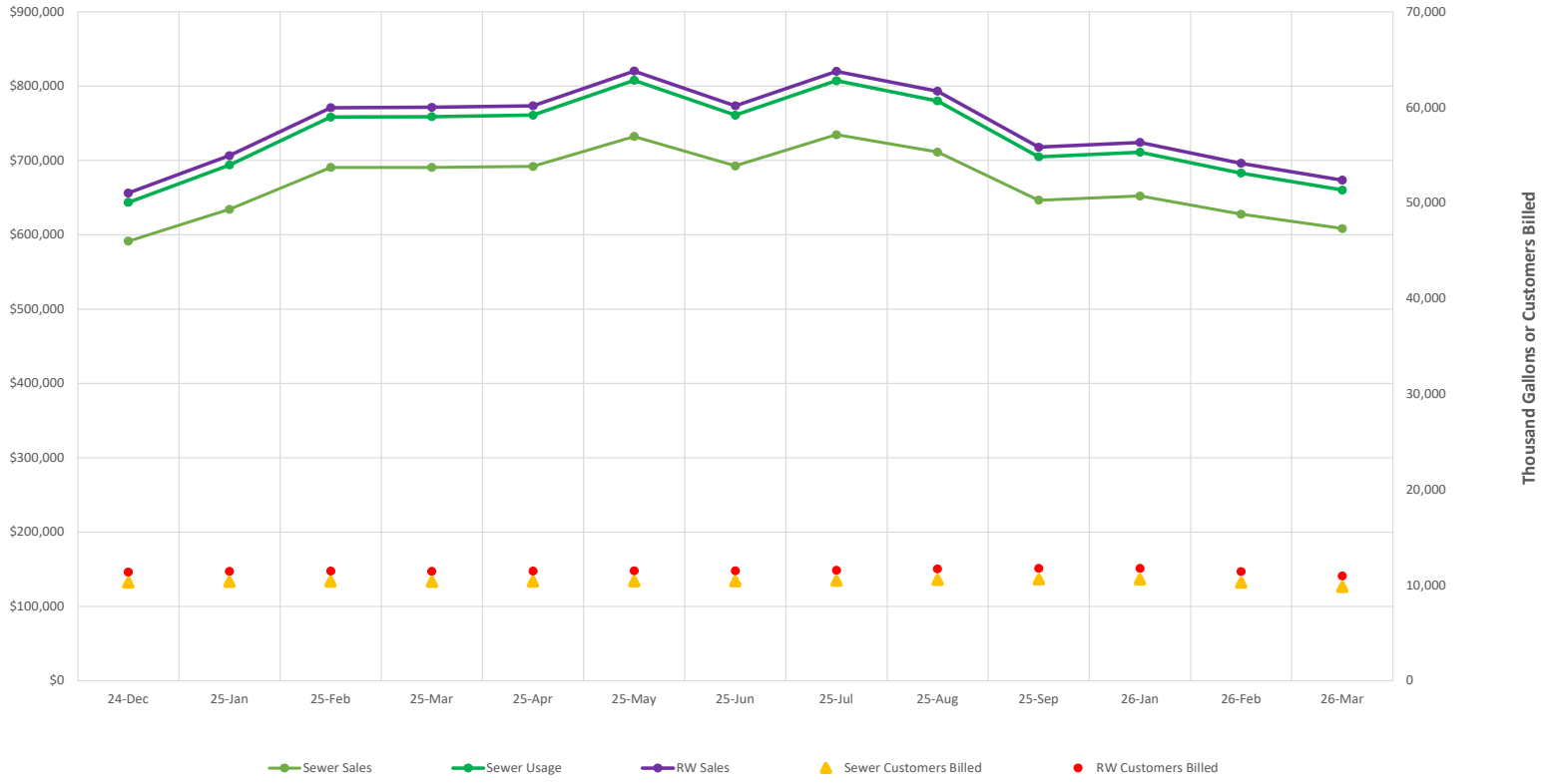
FY2025-2026

Through Period Ending 3/31/2026
 Percent of Fiscal Year Completed 50.00%

GL NUMBER	2025-26 AMENDED BUDGET	2025-26 Earned or Spent	% Complete
REVENUES			
GRANT & INTERGOV REV	14,103,378	0	0.00%
SALES REVENUES	13,856,913	6,708,416	48.41%
INT RENT & MISC REV	248,155	125,702	50.65%
OTHER REVENUE	1,920,000	1,019,973	53.12%
BUDGETED RESERVES	46,557,630	0	0.00%
INTERFUND TRANSFERS	2,502,780	236,933	9.47%
TOTAL REVENUE	79,188,856	8,091,024	10.22%
TOTAL REVENUE EXCLUDING CAPITAL	18,527,848	7,854,091	42.39%
EXPENDITURES			
PERSONNEL PAYMENTS	3,045,449	1,601,752	52.59%
TAXES & BENEFITS	1,150,584	551,357	47.92%
PROF & CONTRACT SERVICES	2,422,021	939,076	38.77%
OPERATION & REPAIRS	2,050,200	507,369	24.75%
SUPPLIES & EXPENSES	953,890	604,348	63.36%
CAPITAL EXPENDITURES	62,651,068	17,907,289	28.58%
DEBT SERVICE	5,473,540	4,178,347	76.34%
TRANSFERS IN / OUT	1,441,244	720,622	50.00%
OTHER EXPENSES	0	0	N/A
TOTAL EXPENDITURES	79,187,996	27,010,161	34.11%
TOTAL EXPENDITURES EXCLUDING CAPITAL	16,536,928	9,102,872	55.05%
NET OF REVENUES & EXPENDITURES	860	(18,919,137)	
RESERVED IMPACT FEE BALANCE	\$2,025,794		
Collected fiscal YTD through 03/31/2026	\$449,047		



Sewer & Reclaimed Water Sales & Usage





Memorandum

To: Samantha D. Abell, City Manager
From: Jeff Huggins, Director of Public Works
Date: April 10, 2026
Subject: Consideration of Revised Utility/ROW Permit Policy

REQUEST:

That the Gulf Breeze Regional Water System Board review the new Utility /ROW Permit application form, conditions, and procedures, and provide a favorable recommendation to the City Council for approval of the form and permit conditions.

BACKGROUND:

Recent utility installations within public Rights-of-Way (ROW) throughout the local area have prompted jurisdictional agencies, including the City of Gulf Breeze, to review ordinances and policies for permitted work within the ROW.

Key occurrences recently observed to be negatively impacting City residents, infrastructure, and ROW shoulders included a lack of notification from utilities and utility contractors, damage to underground utilities, service interruptions, damage to landscapes and hardscapes, damages occurring during periods of minimal City/utility response capability, and not being provided adequate or accurate contact information for projects within the City ROW.

Current City Ordinances under the Land Development Code, Chapter 21, Article V, include provisions for the implementation of administrative rules and procedures for installation and continued maintenance of communications facilities within the City ROW (Sec. 21-309).

DISCUSSION:

City staff have reviewed the recent practices of communication provider contractors working within the City ROW, received input from citizens, collaborated with other local area agencies, and received input publicly from underground utility contractors.

Revised procedures for obtaining authorization to work within the ROW have been prepared for review based on the information and input received. Proposed procedural modifications include

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a drafted application form, which includes revised permit conditions and procedures for work and maintenance within the ROW. Once executed, the application form will serve as the permit for the authorized work.

The permit conditions were developed based on the criteria established in City Ordinances and are intended to enhance project notifications, clearly define performance expectations, establish communication between impacted parties, and ensure that damages to City utilities can be repaired as safely and quickly as possible. The updates also include reasonable considerations and exceptions to standard conditions. These considerations and exceptions are provided so that work deemed by the City to be reasonable to perform outside of the normal conditions of the permit can be performed, while ensuring that communication is established, and damages to City utilities can be addressed quickly, properly, and safely.

FINANCIAL IMPACT:

There is no Financial Impact.

RECOMMENDATION:

That the Gulf Breeze Regional Water System Board review the new Utility /ROW Permit application form, conditions, and procedures, and provide a favorable recommendation to the City Council for approval of the form and permit conditions.

ATTACHED:

[Gulf Breeze, FL Code of Ordinances Article V.](#)
[2026_XX_Project Name_City of Gulf Breeze_UtilityROW Permit_January 2026. print](#)
[8.5x11](#)

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ARTICLE V. - COMMUNICATIONS RIGHTS-OF-WAY

Footnotes:

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Editor's note— Section 1 of Ord. No. 07-03, adopted Oct. 20, 2003 enacted provisions to be designated as §§ 21-191—21-316. In as much as there already exists §§ 21-191—21-284, said provisions have been redesignated as §§ 21-291—21-307. Original numbering has been maintained in the history notes following each section.

Subsequently, Section 9 of Ord. No. 03-15, adopted May 4, 2015, amended art. V by renumbering §§ 21-291—21-349 as §§ 21-305—21-349. For historical purposes, the prior section numbers have been included in the history notes for Ord. No. 03-15, following each section.

Sec. 21-305. - Intent and purpose.

It is the intent of the city to promote the public health, safety and general welfare by: providing for the placement or maintenance of communications facilities in the public rights-of-way within the city; adopting and administering reasonable rules and regulations not inconsistent with state and federal law, including F.S. (2000) § 337.401, as it may be amended, the city home-rule authority, and in accordance with the provisions of the Federal Telecommunications Act of 1996 and other federal and state law; establishing reasonable rules and regulations necessary to manage the placement or maintenance of communications facilities in the public rights-of-way by all communications services providers; and minimizing disruption to the public rights-of-way. In regulating its public rights-of-way, the city shall be governed by and shall comply with all applicable federal and state laws.

(Ord. No. 07-03, § 1(21-191), 10-20-03; Ord. No. 03-15, § 9(21-291), 5-4-15)

Sec. 21-306. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

Abandonment: The permanent cessation of all uses of a communications facility; provided that this term shall not include cessation of all use of a facility within a physical structure where the physical structure continues to be used. By way of example, and not limitation, cessation of all use of a cable within a conduit, where the conduit continues to be used, shall not be "abandonment" of a facility in public rights-of-way.

City: The City of Gulf Breeze, Florida.

Communications services: The transmission, conveyance or routing of voice, data, audio, video, or any other information or signals to a point, or between or among points, by or through any electronic, radio, satellite, cable, optical, microwave, or other medium or method now in existence or hereafter devised, regardless of the protocol used for such transmission or conveyance. Notwithstanding the foregoing, for purposes of this division "cable service", as defined in F.S. (2000) § 202.11(2), as it may be amended, is not included in the definition of "communications services", and cable service providers may be subject to other ordinances of the city.

Communications services provider: Any person including a municipality or county providing communications services through the placement or maintenance of a communications facility in public rights-of-way. "Communications services provider" shall also include any person including a municipality or county that places or maintains a

communications facility in public rights-of-way but does not provide communications services.

Communications facility or facility or system: Any permanent or temporary plant, equipment and property, including but not limited to cables, wires, conduits, ducts, fiber optics, poles, antennae, converters, splice boxes, cabinets, hand holes, manholes, vaults, drains, surface location markers, appurtenances, and other equipment or pathway placed or maintained or to be placed or maintained in the public rights-of-way of the city and used or capable of being used to transmit, convey, route, receive, distribute, provide or offer communications services.

FCC: The Federal Communications Commission.

In public rights-of-way or in the public rights-of-way: In, on, over, under or across the public rights-of-way.

Micro wireless facility: Has the meaning set forth in section (7)(a)(10) of the Act [F.S. 337.401(7)(a)(10)]. A micro wireless facility shall be considered a communications facility for purposes of the ordinance.

Ordinance: This ordinance (Ord. No. 07-03).

Person: Shall include any individual, children, firm, association, joint venture, partnership, estate, trust, business trust, syndicate, fiduciary, corporation, organization or legal entity of any kind, successor, assignee, transferee, personal representative, and all other groups or combinations, and shall include the city to the extent the city acts as a communications services provider.

Place or maintain or placement or maintenance or placing or maintaining: To erect, construct, install, maintain, place, repair, extend, expand, remove, occupy, locate or relocate. A communications services provider that owns or exercises physical control over communications facilities in public rights-of-way, such as physical control to maintain and repair, is "placing or maintaining" the facilities. A person providing service only through resale or only through use of a third party's unbundled network elements is not "placing or maintaining" the communications facilities through which such service is provided. The transmission and receipt of radio frequency signals through the airspace of the public rights-of-way does not constitute "placing or maintaining" facilities in the public rights-of-way.

Public rights-of-way: A public right-of-way, public utility easement, highway, street, bridge, tunnel or alley for which the city is the authority that has jurisdiction and control and may lawfully grant access to pursuant to applicable law, and includes the surface, the air space over the surface and the area below the surface. "Public rights-of-way" shall not include private property. "Public rights-of-way" shall not include any real or personal city property except as described above and shall not include city buildings, fixtures, poles, conduits, facilities or other structures or improvements, regardless of whether they are situated in the public rights-of-way.

Registrant: A communications services provider that has registered with the city in accordance with the provisions of this division.

Registration or register: The process described in this division whereby a communications services provider provides certain information to the city.

Small wireless facility: Has the meaning set forth in section (7)(a)(10) of the Act [F.S. § 337.401(7)(a)(10)]. A small wireless facility shall be considered a communications facility for purposes of the ordinance.

Utility pole shall have the meaning set forth in section (7)(a)(11) of the Act [F.S. § 337.401(7)(a)(11)]. A utility pole shall be considered a communications facility for purposes of the ordinance.

Wireless facility shall have the meaning set forth in section (7)(a)(12) of the Act [F.S. § 337.401(7)(a)(12)]. A wireless facility shall be considered a communications facility for purposes of the ordinance.

Wireless provider shall have the meaning set forth in section (7)(a)(14) of the Act [F.S. § 337.401(7)(a)(14)]. A wireless provider shall be considered a communications services provider for purposes of the ordinance.

Wireless services shall have the meaning set forth in section (7)(a)(15) of the Act [F.S. § 337.401(7)(a)(15)]. Wireless services shall be considered a communications services for purposes of the ordinance.

Wireless services provider shall have the meaning set forth in section (7)(a)(16) of the Act [F.S. § 337.401(7)(a)(16)]. Wireless services provider shall be considered a communications services provider for purposes of the ordinance.

(Ord. No. 07-03, § 1, 10-20-03; Ord. No. 03-15, § 9(21-292), 5-4-15; Ord. No. 01-2021, § 2.A, 4-5-21)

Sec. 21-307. - Registration for placing or maintaining communications facilities in public rights-of-way.

- (1) A communications services provider that desires to place or maintain a communications facility in public rights-of-way in the city shall first register with the city in accordance with this division. Subject to the terms and conditions prescribed in this division, a registrant may place or maintain a communications facility in public rights-of-way.
- (2) A registration shall not convey any title, equitable or legal, to the registrant in the public rights-of-way. Registration under this division governs only the placement or maintenance of communications facilities in public rights-of-way. Other ordinances, codes or regulations may apply to the placement or maintenance in the public rights-of-way of facilities that are not communications facilities. Registration does not excuse a communications services provider from obtaining appropriate access or pole attachment agreements before locating its facilities on the city or another person's facilities. Registration does not excuse a communications services provider from complying with all applicable city ordinances, codes or regulations, including this division.
- (3) Each communications services provider that desires to place or maintain a communications facility in public rights-of-way in the city shall file a single registration with the city, which shall include the following information:
 - (a) Name of the applicant;
 - (b) Name, address and telephone number of the applicant's primary contact person in connection with the registration, and the person to contact in case of an emergency;
 - (c) Evidence of the insurance coverage required under this division and acknowledgment that registrant has received and reviewed a copy of this division, which acknowledgment shall not be deemed an agreement;
 - (d) The number of the applicant's certificate of authorization or license to provide communications services issued by the Florida Public Service Commission, the Federal Communications Commission, or other federal or state authority, if any; and
 - (e) For an applicant that does not provide a Florida Public Service Commission certificate of authorization number, if the applicant is a corporation, proof of authority to do business in the State of Florida, such as the number of the certificate from or filing with the Florida Department of State.

- (4) No registration application fee will be charged by the city.
- (5) The city shall review the information submitted by the applicant. Such review shall be by the public services director or his or her designee. If the applicant submits information in accordance with subsection (3) above, the registration shall be effective as of the date of submission.
- (6) A registrant may cancel a registration upon written notice to the city stating that it will no longer place or maintain any communications facilities in public rights-of-way within the city and will no longer need to obtain permits to perform work in public rights-of-way. A registrant cannot cancel a registration if the registrant continues to place or maintain any communications facilities in public rights-of-way.
- (7) Registration does not in and of itself establish a right to place or maintain, or priority for the placement or maintenance of a communications facility in public rights-of-way within the city but shall establish for the registrant a right to apply for a permit, which is required by the city pursuant to the provisions of this division. Registrations are expressly subject to any future amendment to or replacement of this division and further subject to any additional city ordinances, as well as any state or federal laws that may be enacted.
- (8) A registrant shall renew its registration with the city within five years from the initial date of the registration, and every subsequent five years thereafter. Within 90 days of any change in the information required to be submitted pursuant to subsection (3), a registrant shall provide updated information to the city. If no information in the then-existing registration has changed, the renewal may state that no information has changed. Failure to renew a registration may result in the city restricting the issuance of additional permits until the communications services provider has complied with the registration requirements of this division.
- (9) In accordance with applicable city ordinances, codes or regulations, a permit shall be required of a communications services provider that desires to place or maintain a communications facility in public rights-of-way. An effective registration shall be a condition of obtaining a permit. Notwithstanding an effective registration, permitting requirements shall apply. A permit may be obtained by or on behalf of a registrant having an effective registration if all permitting requirements are met.

(Ord. No. 07-03, § 1(21-193), 10-20-03; Ord. No. 03-15, § 9(21-293), 5-4-15; Ord. No. 01-2021, § 2.B, 4-5-21)

Sec. 21-308. - Notice of transfer, sale or assignment in public rights-of-way.

If a registrant transfers, sells or assigns its assets located in public rights-of-way incident to a transfer, sale or assignment of the registrant's assets, the transferee, buyer or assignee shall be obligated to comply with the terms of this division. Written notice of any such transfer, sale or assignment shall be provided by such registrant to the city within 30 days after the effective date of the transfer, sale or assignment. If the transferee, buyer or assignee is a current registrant, then the transferee, buyer or assignee is not required to reregister. If the transferee, buyer or assignee is not a current registrant, then the transferee, buyer or assignee shall register as provided in section 21-307 within 60 days of the transfer, sale or assignment.

(Ord. No. 07-03, § 1(21-194), 10-20-03; Ord. No. 03-15, § 9(21-294), 5-4-15)

Sec. 21-309. - Placement or maintenance of a communications facility in public rights-of-way.

- (1) A registrant shall at all times comply with and abide by all applicable provisions of the state and federal law and city ordinances, codes and regulations in placing or maintaining a communications facility in public rights-of-way.
- (2) Except as otherwise set forth in this division, a registrant shall not commence to place, replace, or maintain a communications facility in public rights-of-way until a permit application is made in accordance with the provisions of this section and a final permit is approved and issued by the city, except that no permit shall be required:
 - (a) In the case of an emergency,
 - (b) For the maintenance, repair, replacement, extension, or upgrade of existing aerial wireline communications facilities on utility poles or for aerial wireline facilities between existing wireline communications facility attachments on utility poles by a communications services provider,
 - (c) For the placement, replacement, or maintenance of a communications facility in rights-of-way controlled by the Florida Department of Transportation (FDOT) unless the city has received a delegation from FDOT;
 - (d) Routine maintenance, the performance of routine maintenance, the performance of service restoration work on existing facilities, or repair work, including, but not limited to, emergency repairs of existing facilities or extensions of such facilities for providing communications services to customers;
 - (e) Replacement of existing wireless facilities with wireless facilities that are substantially similar or of the same or smaller size; or
 - (f) Installation, placement, maintenance, or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles in compliance with applicable codes by or for a communications services provider authorized to occupy the rights-of-way and who is remitting taxes under F.S. ch. 202.

The city may require an initial letter from or on behalf of such wireless services provider, which is effective upon filing, attesting that the micro wireless facility dimensions comply with the limits of the Act. Notwithstanding this paragraph, the city may require a right-of-way permit for work that involves excavation, closure of a sidewalk, or closure of a vehicular lane or parking lane, unless the communications services provider is performing service restoration on an existing facility and the work is done in compliance with the 2017 edition of the Florida Department of Transportation Utility Accommodation Manual. The city may also require notice of such work within 30 days after restoration and may require an after-the-fact permit for work which would otherwise have required a permit. The term "emergency" shall mean a condition that affects the public's health, safety or welfare, which includes an unplanned out-of-service condition of a pre-existing service. Registrant shall provide prompt notice to the city of the placement or maintenance of a communications facility in public rights-of-way in the event of an emergency, and may be required to obtain an after-the-fact permit to perform the work undertaken in public rights-of-way in connection with the emergency. Registrant acknowledges that as a condition of granting such permits, the city may impose reasonable rules and regulations governing the placement or maintenance of a communications facility in public rights-of-way, consistent with and subject to the provisions of F.S. § 337.401, as amended from time to time. Permits shall apply only to the areas of a public rights-of-way specifically identified in the permit.

- (3) As part of any permit application to place a new or replace an existing communications facility in public rights-of-way, the registrant shall provide the following:
 - (a) The location of the proposed facilities, including a description of the facilities to be installed, where the facilities are to be located, and the approximate size of facilities that will be located in public rights-of-way;
 - (b) A description of the manner in which the facility will be installed (i.e. Anticipated construction methods or techniques);
 - (c) A maintenance of traffic plan for any disruption of the public rights-of-way;
 - (d) Information on the ability of the public rights-of-way to accommodate the proposed facility, if available (such information shall be provided without certification as to correctness, to the extent obtained from other persons);
 - (e) If appropriate given the facility proposed, an estimate of the cost of restoration to the public rights-of-way;
 - (f) The timetable for construction of the project or each phase thereof, and the areas of the city which will be affected; and
 - (g) Such additional information as the city finds reasonably necessary with respect to the placement or maintenance of the communications facility that is the subject of the permit application to review such permit application.
- (4) To the extent not otherwise prohibited by state or federal law, the city shall have the power to prohibit or limit the placement of new or additional communications facilities within a particular area of public rights-of-way.
- (5) All communications facilities shall be placed or maintained so as not to unreasonably interfere with the use of the public rights-of-way by the public and with the rights and convenience of property owners who adjoin any of the public rights-of-way. The use of trenchless technology (i.e., directional bore method) for the installation of facilities in the public rights-of-way as well as joint trenching or the collocation of facilities in existing conduit is strongly encouraged, and should be employed wherever feasible. The public services director may promulgate reasonable rules and regulations concerning the placement or maintenance of a communications facility in public rights-of-way consistent with this division and other applicable law.
- (6) All safety practices required by applicable law or accepted industry practices and standards shall be used during the placement or maintenance of communications facilities.
- (7) After the completion of any placement or maintenance of communications facility in public rights-of-way or each phase thereof, a registrant shall, at its own expense, restore the public rights-of-way to its original condition before such work. If the registrant fails to make such restoration within 30 days, or such longer period of time as may be reasonably required under the circumstances, following the completion of such placement or maintenance, the city may perform restoration and charge the costs of the restoration against the registrant in accordance with F.S. (2000) § 337.402, as it may be amended. For 12 months following the original completion of the work, the registrant shall guarantee its restoration work and shall correct any restoration work that does not satisfy the requirements of this division at its own expense.

- (8) Removal or relocation at the direction of the city of a registrant's communications facility in public rights-of-way shall be governed by the provisions of F.S. (2000) §§ 337.403 and 337.404, as they may be amended.
- (9) A permit from the city constitutes authorization to undertake only certain activities in public rights-of-way in accordance with this division, and does not create a property right or grant authority to impinge upon the rights of others who may have an interest in the public rights-of-way.
- (10) A registrant shall maintain its communications facility in public rights-of-way in a manner consistent with accepted industry practice and applicable law.
- (11) In connection with excavation in the public rights-of-way, a registrant shall, where applicable, comply with the Underground Facility Damage Prevention and Safety Act set forth in F.S. (2000) Chapter 556, as it may be amended.
- (12) Registrant shall use and exercise due caution, care and skill in performing work in the public rights-of-way and shall take all reasonable steps to safeguard work site areas.
- (13) Upon request of the city, and as notified by the city of the other work construction, installation or repairs referenced below, a registrant may be required to coordinate placement or maintenance activities under a permit with any other work, construction, installation or repairs that may be occurring or scheduled to occur within a reasonable time frame in the subject public rights-of-way, and registrant may be required to reasonably alter its placement or maintenance schedule as necessary so as to minimize disruptions and disturbance in the public rights-of-way.
- (14) A registrant shall not place or maintain its communications facilities so as to interfere with, displace, damage or destroy any facilities, including, but not limited to, sewers, gas or water mains, storm drains, pipes, cables or conduits of the city or any other person's facilities lawfully occupying the public rights-of-way of the city.
- (15) City makes no warranties or representations regarding the fitness, suitability, or availability of city public rights-of-way for the registrant's communications facilities and any performance of work, costs incurred or services provided by registrant shall be at registrant's sole risk. Nothing in this division shall affect the city's authority to add, vacate or abandon public rights-of-way, and city makes no warranties or representations regarding the availability of any added, vacated or abandoned public rights-of-way for communications facilities.
- (16) The city shall have the right to make such inspections of communications facilities placed or maintained in public rights-of-way as it finds necessary to ensure compliance with this division.
- (17) A permit application to place a new or replace an existing communications facility in public rights-of-way shall include plans showing the location of the proposed installation of facilities in the public rights-of-way. If the plans so provided require revision based upon actual installation, the registrant shall promptly provide revised plans. The plans shall be in a hard copy format or an electronic format specified by the city, provided such electronic format is maintained by the registrant. Such plans in a format maintained by the registrant shall be provided at no cost to the city.
- (18) The city reserves the right to place and maintain, and permit to be placed or maintained, sewer, gas, water, electric, storm drainage, communications, and other types of facilities, cables or conduit, and to do, and to permit to be done, any underground and overhead installation or improvement that may be deemed necessary or proper by the city in public rights-of-way occupied by the registrant. The city further reserves

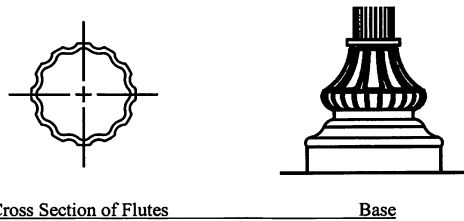
without limitation the right to alter, change, or cause to be changed, the grading, installation, relocation, or width of the public rights-of-way within the limits of the city and within said limits as same may from time to time be altered.

- (19) A registrant shall, on the request of any person holding a permit issued by the city, temporarily raise or lower its communications facilities to permit the work authorized by the permit. The expense of such temporary raising or lowering of facilities shall be paid by the person requesting the same, and the registrant shall have the authority to require such payment in advance. The registrant shall be given not less than 30 days' advance written notice to arrange for such temporary relocation.
- (20) The city shall process permit applications in a nondiscriminatory and competitively neutral manner in accordance with F.S. § 337.401. The city shall notify the applicant by electronic mail within 14 days of receipt of the application as to whether the application is complete or incomplete, and if it is incomplete, the city shall specify the missing information. An application is deemed complete if the city fails to notify the applicant of any missing information within 14 days. A complete application is deemed approved if the city fails to approve or deny the application within 60 days after receipt of the application. The city may, however, within 14 days after the filing of a permit application request that the proposed location of a small wireless facility be moved to another location in the right-of-way and placed on an alternative city utility pole or support structure or placed on a new utility pole. Florida Statutes § 337.401(7)(d)(4), shall govern the negotiations between the city and the applicant on the proposed location of a small wireless facility.
- (21) The following additional requirements apply when a registrant seeks authority to locate a small wireless facility in the public rights-of-way:
 - (a) Registrants seeking to locate small wireless facilities within the city are encouraged, but not required, to locate on private property or government-owned property outside of the rights-of-way.
 - (b) Registrants seeking to place, construct, or modify a small wireless facility in a right-of-way may either:
 - 1. Collocate small wireless facilities with the wireless communications facilities of other wireless providers, as set out in F.S. § 365.172, as amended, or
 - 2. Install their small wireless facilities on new or existing structures within the right-of-way, including without limitation existing utility poles, or
 - 3. Repurpose an existing structure and install the small wireless facilities on such repurposed structure.
 - (c) Whenever small wireless facilities are placed in a right-of-way with residential uses on one or both sides, all new utility poles must meet substantially similar location context of the predominant utility pole type at the proposed location of the new utility pole. To the extent that the predominant utility pole type located at the proposed location of the new utility pole is not placed directly in front of a residential structure, the city may impose similar restrictions on the placement of a new utility pole servicing a small wireless facility. If a right-of-way has residential structures on only one side, all new utility poles servicing small wireless facilities shall be located on the opposite side of the right-of-way, whenever reasonable, provided that the predominant utility pole type located at the proposed location of the new utility pole is similarly located on the side of the right-of-way opposite such residential structures.
 - (d)

An authority may deny an application to collocate a small wireless facility or place a utility pole used to support a small wireless facility in the public rights-of-way if the proposed small wireless facility or utility pole used to support a small wireless facility:

1. Materially interferes with the safe operation of traffic control equipment.
 2. Materially interferes with sight lines or clear zones for transportation, pedestrians, or public safety purposes.
 3. Materially interferes with compliance with the Americans with Disabilities Act or similar federal or state standards regarding pedestrian access or movement.
 4. Materially fails to comply with the 2017 edition of the Florida Department of Transportation Utility Accommodation Manual.
 5. Fails to comply with applicable codes.
 6. Fails to comply with objective design standards authorized under this article.
- (e) To the extent required for all other users of the public right-of-way within the proposed location of the new small wireless facilities, a camouflage design for small wireless facilities shall be utilized wherever practicable in order to minimize the visual impact of wireless communications facilities. Notwithstanding the foregoing, the city may not require a camouflage design which limits the size or configuration of a small wireless facility or any of its components, if the small wireless facility complies with the size limits of the Act. Each application for a permit to place a small wireless facility in a right-of-way shall include:
1. Photographs clearly showing the nature and location of the site where each small wireless facility is proposed to be located,
 2. Photographs showing the location and condition of properties adjacent to the site of each proposed small wireless facility, and
 3. If applicable, a description or depiction of the camouflage design techniques proposed to minimize the visual impact of the small wireless facility and shall include graphic depictions accurately representing the visual impact of the small wireless facilities when viewed from the street and from adjacent properties.
- (f) The following additional requirements shall apply to small wireless facilities located in the rights-of-way:
1. The height of a small wireless facility shall be no more than ten feet above the utility pole or structure upon which the small wireless facility is to be collocated. The height of new utility poles servicing small wireless facilities and located in the right-of-way shall be no greater than the maximum height of the tallest existing utility or light poles located within 500 feet of the proposed new utility pole when measured from grade; provided however, that registrants proposing small wireless facilities to be located on existing utility poles or repurposed structures may increase the height of the existing utility pole or repurposed structure by up to six feet, if necessary, to avoid adversely affecting existing utility pole attachments: and provided further that the overall height above ground of any new utility pole servicing a small wireless facility shall not exceed 50 feet or exceed the existing height of an existing utility pole or light pole within 500 feet of the proposed new utility pole when measured from grade, which ever height is greater.

2. Registrants shall not place advertising on wireless communications facilities installed in the rights-of-way; provided, however, that repurposed structures that lawfully supported advertising before being repurposed may continue to support advertising as otherwise permitted by law.
3. To the extent required for all other users of the public right-of-way within the proposed location of the new small wireless facilities, new utility poles servicing small wireless facilities installed within a public or private right-of-way should meet the city's community redevelopment area ("CRA") design standards, which provide that poles or towers be decorative in nature and consist of a fluted design with a decorative pedestal base as shown below; provided, however, this design requirement may be waived if the applicant provides sufficient information to support for another design that is more aesthetically compatible with the neighborhood or such design requirement would limit the size or configuration of small wireless facilities or any of its components. Accessories (i.e., luminaries, banner brackets, hanging baskets etc.) that provide a public purpose may be allowed upon the approval of the director of public services or designee.



(g) The city's action on proposals to place, construct or modify wireless communications facilities shall be subject to the standards and time frames set out in F.S., §§ 337.401, 365.172, 47 USC § 1455(a), and orders issued by the FCC, as they may be amended.

(Ord. No. 07-03, § 1(21-195), 10-20-03; Ord. No. 03-15, § 9(21-295), 5-4-15; Ord. No. 01-2021, §§ 2.C, D, 4-5-21)

Sec. 21-310. - Suspension of permits.

The city may suspend a permit for work in the public rights-of-way for one or more of the following reasons, subject to section 21-311 of this division:

- (1) Violation of permit conditions, including conditions set forth in the permit, this division or other applicable city ordinances, codes or regulations governing placement or maintenance of communications facilities in public rights-of-way; or
- (2) Misrepresentation or fraud by registrant in a registration or permit application to the city; or
- (3) Failure to properly renew or ineffectiveness of registration; or
- (4) Failure to relocate or remove facilities as may be lawfully required by the city.

The public services department shall provide notice and an opportunity to cure any violation of subsections (1) through (3) above, each of which shall be reasonable under the circumstances.

(Ord. No. 07-03, § 1(21-196), 10-20-03; Ord. No. 03-15, § 9(21-296), 5-4-15)

Sec. 21-311. - Appeals.

Final, written decisions of the public services department or his or her designee suspending or denying a permit, denying an application for a registration or denying an application for renewal of a registration are subject to appeal. An appeal must be filed with the Gulf Breeze City Council within 30 days of the date of the final, written decision to be appealed. Any appeal not timely filed as set forth above shall be waived. The Gulf Breeze City Council shall hear the appeal. The hearing shall occur within 30 days of the receipt of the appeal, unless waived by the registrant, and a written decision shall be rendered within 20 days of the hearing. Upon correction of the grounds that gave rise to a suspension or denial, the suspension or denial shall be lifted.

(Ord. No. 07-03, § 1(21-197), 10-20-03; Ord. No. 03-15, § 9(21-297), 5-4-15)

Sec. 21-312. - Involuntary termination of registration.

- (1) The city may terminate a registration if:
 - (a) A federal or state authority suspends, denies, or revokes a registrant's certification or license to provide communications services; or
 - (b) The registrant's placement or maintenance of a communications facility in the public rights-of-way presents an extraordinary danger to the general public or other users of the public rights-of-way and the registrant fails to remedy the danger promptly after receipt of written notice; or
 - (c) The registrant ceases to use all of its communications facilities in public rights-of-way and has not complied with section 21-305 of this division.
- (2) Prior to termination, the registrant shall be notified by the public services department with a written notice setting forth all matters pertinent to the proposed termination action, including which of (a) through (c) above is applicable as the reason therefore, and describing the proposed action of the city with respect thereto. The registrant shall have 60 days after receipt of such notice within which to address or eliminate the reason or within which to present a plan, satisfactory to the public services director, to accomplish the same. If the plan is rejected, the public services director shall provide written notice of such rejection to the registrant and shall make a recommendation to the Gulf Breeze City Council regarding a decision as to termination of registration. A decision by the city to terminate a registration may only be accomplished by an action of the Gulf Breeze City Council. A registrant shall be notified by written notice of any decision by the Gulf Breeze City Council to terminate its Registration. Such written notice shall be sent within seven days after the decision.
- (3) In the event of termination, the former registrant shall:
 - (a) Notify the city of the assumption or anticipated assumption by another registrant of ownership of the registrant's communications facilities in public rights-of-way; or
 - (b) Provide the city with an acceptable plan for disposition of its communications facilities in public rights-of-way. If a registrant fails to comply with this subsection (3), which determination of noncompliance is subject to appeal as provided in section 21-297, the city may exercise any remedies or rights it has at law or in equity, including, but not limited to, taking possession of the facilities where another person has not assumed the ownership or physical control of the facilities or requiring the registrant within 90 days of

the termination, or such longer period as may be agreed to by the registrant, to remove some or all of the facilities from the public rights-of-way and restore the public rights-of-way to its original condition before the removal.

(4) In any event, a terminated registrant shall take such steps as are necessary to render safe every portion of the communications facilities remaining in the public rights-of-way of the city.

(5) In the event of termination of a registration, this section does not authorize the city to cause the removal of communications facilities used to provide another service for which the registrant or another person who owns or exercises physical control over the facilities holds a valid certification or license with the governing federal or state agency, if required for provision of such service, and is registered with the city, if required.

(Ord. No. 07-03, § 1(21-198), 10-20-03; Ord. No. 03-15, § 9(21-298), 5-4-15)

Sec. 21-313. - Existing communications facilities in public rights-of-way.

A communications services provider with an existing communications facility in the public rights-of-way of the city has 60 days from the effective date of the ordinance to comply with the terms of this division, including, but not limited to, registration, or be in violation thereof.

(Ord. No. 07-03, § 1(21-199), 10-20-03; Ord. No. 03-15, § 9(21-299), 5-4-15)

Sec. 21-314. - Insurance.

(1) A registrant shall provide, pay for and maintain satisfactory to the city the types of insurance described herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida and having a rating reasonably acceptable to the city. All liability policies shall provide that the city is an additional insured as to the activities under this division. The required coverages must be evidenced by properly executed certificates of insurance forms. The certificates must be signed by the authorized representative of the insurance company and shall be filed and maintained with the city annually. Thirty days advance written notice by registered, certified or regular mail or facsimile as determined by the city must be given to the city of any cancellation, intent not to renew or reduction in the policy coverages. The insurance requirements may be satisfied by evidence of self-insurance or other types of insurance acceptable to the city.

(2) The limits of coverage of insurance required shall be not less than the following:

(a) Worker's Compensation and Employers' Liability Insurance

Worker's Compensation - Florida Statutory Requirements

Employer's Liability - \$1,000,000.00 limit each accident

\$1,000,000.00 limit per accident

\$1,000,000.00 limit per each employee

(b) Comprehensive General Liability

Bodily injury and property damage

\$1,000,000.00 combined single limit each occurrence

(c) Automobile Liability

Bodily injury and property damage

\$500,000.00 combined single limit each accident

(Ord. No. 07-03, § 1(21-200), 10-20-03; Ord. No. 03-15, § 9(21-300), 5-4-15)

Sec. 21-315. - Indemnification.

- (1) A registrant shall, at its sole cost and expense, indemnify, hold harmless, and defend the city, its officials, boards, members, agents, and employees, against any and all claims, suits, causes of action, proceedings, judgments for damages or equitable relief, and costs and expenses incurred by the city arising out of the placement or maintenance of its communications system or facilities in public rights-of-way, regardless of whether the act or omission complained of is authorized, allowed or prohibited by this division, provided, however, that a registrant's obligation hereunder shall not extend to any claims caused by the negligence, gross negligence or wanton or willful acts of the city. This provision includes, but is not limited to, the city reasonable attorneys' fees incurred in defending against any such claim, suit proceedings. The city agrees to notify the registrant, in writing, within a reasonable time of the city receiving notice, of any issue it determines may require indemnification. Nothing in this section shall prohibit the city from participating in the defense of any litigation by its own counsel and at its own cost if in the city reasonable belief there exists or may exist a conflict, potential conflict or appearance of a conflict. Nothing contained in this section shall be construed or interpreted:
 - (a) As denying to either party any remedy or defense available to such party under the laws of the State of Florida; or
 - (b) As a waiver of sovereign immunity beyond the waiver provided in F.S. (2000) § 768.28, as it may be amended.
- (2) The indemnification requirements shall survive and be in effect after the termination or cancellation of a registration.

(Ord. No. 07-03, § 1(21-201), 10-20-03; Ord. No. 03-15, § 9(21-301), 5-4-15)

Sec. 21-316. - Construction bond.

- (1) Prior to issuing a permit where the work under the permit will require restoration of public rights-of-way, the city may require a construction bond to secure the restoration of the public rights-of-way. Notwithstanding the foregoing, a construction bond hereunder may only be required to the extent that the cost of the restoration exceeds the amount recoverable against the security fund as provided in section 21-317.
- (2) The construction bond shall be issued by a surety having a rating reasonably acceptable to the city; shall be subject to the approval of the public services department; and shall provide that: "For 12 months after issuance of this bond, this bond may not be cancelled, or allowed to lapse, until 60 days after receipt by the

city, by certified mail, return receipt requested, of a written notice from the issuer of the bond of intent to cancel or not to renew."

- (3) The rights reserved by the city with respect to any construction bond established pursuant to this section are in addition to all other rights and remedies the city may have under this division, or at law or equity.
- (4) The rights reserved to the city under this section are in addition to all other rights of the city, whether reserved in this division, or authorized by other law, and no action, proceeding or exercise of a right with respect to the construction bond will affect any other right the city may have.

(Ord. No. 07-03, § 1(21-202), 10-20-03; Ord. No. 03-15, § 9(21-303), 5-4-15)

Sec. 21-317. - Reserved.

Editor's note— Sec. 3 of Ord. No. 01-2021, adopted April 5, 2021, repealed § 21-317, which pertained to the security fund, and derived from Ord. No. 07-03, adopted October 20, 2003; and Ord. No. 03-15, adopted May 4, 2015.

Sec. 21-318. - Enforcement remedies.

- (1) A registrant's failure to comply with provisions of this division shall constitute a violation of this division and shall subject the registrant to the code enforcement provisions and procedures as provided in F.S. § 162.0415, as amended. In addition, violation of this division may be punishable as provided in F.S. § 162.22, as it may be amended. Pursuant to this section, the director of community services shall give written notice of the violation and its intention to assess such penalties, which notice shall contain a description of the alleged violation. Following receipt of such notice, the registrant shall have 30 days to either:
 - (a) Cure the violation to the city's satisfaction and the city shall make good faith reasonable efforts to assist in resolving the violation; or
 - (b) File an appeal with the Santa Rosa County Court to contest the alleged violation. If no appeal is filed and if the violation is not cured within the 30-day period, the city may collect all fines owed, beginning with the first day of violation, through any means allowed by law.
- (2) In determining which remedy is appropriate, the city shall take into consideration the nature of the violation, the person bearing the impact of the violation, the nature of the remedy required in order to prevent further violations, and such other matters as the city determines are appropriate to the public interest.
- (3) In any proceeding before the city where there exists an issue with respect to a registrant's performance of its obligations pursuant to this division, the registrant shall be given the opportunity to provide such information as it may have concerning its compliance with the terms and conditions of this division. The city may find a registrant that does not demonstrate compliance with the terms and conditions of this division in default and apply a remedy as authorized by this division.
- (4) The public services director or a designee shall be responsible for administration and enforcement of this division, and is authorized to give any notice required by law.
- (5) Failure of the city to enforce any requirements of this division shall not constitute a waiver of the city right to enforce a violation or subsequent violations of the same type or to seek appropriate enforcement remedies.

(Ord. No. 07-03, § 1(21-204), 10-20-03; Ord. No. 03-15, § 9(21-304), 5-4-15)

Sec. 21-319. - Abandonment of a communications facility.

- (1) Upon abandonment of a communications facility owned by a registrant in public rights-of-way, the registrant shall notify the city within 90 days.
- (2) The city may direct the registrant by written notice to remove all or any portion of such abandoned facility at the registrant's sole expense if the city determines that the abandoned facility's presence interferes with the public health, safety or welfare, which shall include, but shall not be limited to, a determination that such facility:
 - (a) Compromises safety at any time for any public rights-of-way user or during construction or maintenance in public rights-of-way;
 - (b) Prevents another person from locating facilities in the area of public rights-of-way where the abandoned facility is located when other alternative locations are not reasonably available; or
 - (c) Creates a maintenance condition that is disruptive to the public rights-of-way use. In the event of (b), the city may require the third person to coordinate with the registrant that owns the existing facility for joint removal and placement, where agreed to by the registrant.
- (3) In the event that the city does not direct the removal of the abandoned facility, the registrant, by its notice of abandonment to the city, shall be deemed to consent to the alteration or removal of all or any portion of the facility by the city or another person at such third party's cost.
- (4) If the registrant fails to remove all or any portion of an abandoned facility as directed by the city within a reasonable time period as may be required by the city under the circumstances, the city may perform such removal and charge the cost of the removal against the registrant.

(Ord. No. 07-03, § 1(21-205), 10-20-03; Ord. No. 03-15, § 9(21-305), 5-4-15)

Sec. 21-320. - Force majeure.

In the event a registrant's performance of or compliance with any of the provisions of this division is prevented by a cause or event not within the registrant's control, such inability to perform or comply shall be deemed excused and no penalties or sanctions shall be imposed as a result, provided, however, that such registrant uses all practicable means to expeditiously cure or correct any such inability to perform or comply. For purposes of this division, causes or events not within a Registrant's control shall include, without limitation, acts of God, floods, earthquakes, landslides, hurricanes, fires and other natural disasters, acts of public enemies, riots or civil disturbances, sabotage, strikes and restraints imposed by order of a governmental agency or court. Causes or events within registrant's control, and thus not falling within this section, shall include, without limitation, registrant's financial inability to perform or comply, economic hardship, and misfeasance, malfeasance or nonfeasance by any of registrant's directors, officers, employees, contractors or agents.

(Ord. No. 07-03, § 1(21-206), 10-20-03; Ord. No. 03-15, § 9(21-306), 5-4-15)

Sec. 21-321. - Reservation of rights and remedies.

- (1) The city reserves the right to amend this division as it shall find necessary in the lawful exercise of its police powers.
- (2) This division shall be applicable to all communications facilities placed in the public rights-of-way on or after the effective date of this division and shall apply to all existing communications facilities in the public rights-of-way prior to the effective date of this division, to the full extent permitted by state and federal law.
- (3) The adoption of this division is not intended to affect any rights or defenses of the city or a communications service provider under any existing franchise, license or other agreements with a communications services provider.
- (4) Nothing in this division shall affect the remedies the city or the registrant has available under applicable law.
- (5) Any person who uses the communications facilities of a registrant, other than the registrant that owns the facilities, shall not be entitled to any rights to place or maintain such facilities in excess of the rights of the registrant that places or maintains the facilities.

(Ord. No. 07-03, § 1(21-207), 10-20-03; Ord. No. 03-15, § 9(21-307), 5-4-15)

Secs. 21-322—21-349. - Reserved.



CITY OF GULF BREEZE
 Utility/ROW Permit
 Public Work Department
 (In compliance with Chapter 337, Florida Statutes and
 Chapter 21, Gulf Breeze Code of Ordinances)
 1070 Shoreline Drive
 Gulf Breeze, FL 32561



DATE _____ LOCATION OF WORK _____
 PERMIT APPLICANT _____ CONTACT PERSON _____
 CONTRACTOR _____ DIRECT CONTACT PHONE NO. _____

Utility ROW permits are issued for construction staging, installing, or repairing aerial or underground utilities (aerial cable, cable, conduit, telecommunications facilities, utility poles). ROW permits are required for work within any of the existing rights-of-way (ROW) or easements where a Development Permit is not issued or exempted by City Ordinance. These Permit Conditions shall apply to all private contractors, citizens, utility companies and to any person or group proposing to install, construct, maintain or repair any facility, utility or structure within any of the existing rights-of-way or easements within the City of Gulf Breeze. Permits from other entities may be required in addition to the City Permit.

Applicant(s) are requesting permission from the City of Gulf Breeze to construct, operate, and maintain the following within the Right of Way:

Section A. Permit Conditions for work within City of Gulf Breeze Rights-of-Way:

1. Construction hours are 7 AM to 6 PM on weekdays (Mon-Fri) and restricted on weekends and City-observed holidays without prior written authorization from the Public Works Director or his/her designee. *(Note: Hours described are to be observed in Central Time Zone, and City-observed holidays are those approved annually by the Gulf Breeze City Council)*
2. **Excavation work within the city rights-of-way is restricted to Monday through Thursday, between 7:00 AM and 3:30 PM, with pullback being permitted until 4:00 PM. No such activities will be permitted later than 3:30 PM, on Fridays, weekends, or City-observed holidays without prior written authorization from the City Public Works Director or his/her designee.** Written authorization will only be granted to contractors certified by the City to work on City-owned utilities, or in instances where the Public Works Director determines the risk of damage to City-owned utilities is minimal.
3. The Public Works Director or his/her designee shall be notified forty-eight (48) hours prior to starting work and again immediately upon completion of work. The Director is located at 1070 Shoreline Drive, Gulf Breeze, FL 32561, telephone number 850-934-5100. The Public Works Director or his/her designee shall be provided the direct phone number for the Contractor's onsite supervisor who will be present at all times while work is being performed within the ROW.
4. Where feasible without risking damage, all utilities shall maintain a minimum 26 inches separation from other utilities. Prior to commencement of work the permittee shall provide proof of notification to all utility providers within the work area and has ascertained the location of all existing utilities, both aerial and underground utilities/municipalities. Permittee shall notify Sunshine 811 prior to any excavation or demolition activities in accordance with Chapter 556, F.S.
5. All work shall be conducted in accordance with good engineering practices, shall be maintained in reasonably good condition and repair and shall be in compliance with Florida general law. It is the responsibility of the applicant to ensure that these requirements have been met.
6. All City rights-of-way and disturbed areas shall be restored to their original condition, or better, in accordance with City specifications, and in a manner satisfactory to the Public Works Director or his/her designee. Roadways, Sidewalks, and/or Multi-Use Pathways (MUP) shall not be blocked or used for parking or storage of materials unless approved by the City, and a Temporary Traffic Control Plan (TTCP) is submitted and approved by the Public Works Director or his/her designee. All TTCP's shall meet FDOT standards and shall be implemented at the contractor's expense.
7. The Permittee and his/her contractor shall always have a set of approved plans and a copy of the approved permit onsite during construction. The contractor and his representatives shall have the licensed business name and phone number clearly marked and visible on all vehicles and equipment being utilized for the work within the City ROW. The City shall always be provided with a current direct phone number for a representative onsite during construction. Failure to provide this information will result in suspension of the permit and a new permit will be required.
8. **Residences and businesses adjacent to areas of ROW within the limits of work shall be notified by door-hanger or mail at least seven (7) days prior to construction. Notification to residents and businesses does NOT serve as an approval to access, modify, damage, or impact private property.**
9. The construction and maintenance of proposed utility installations or maintenance shall not interfere with the property and rights of a prior permittee, resident, or business.
10. It is expressly stipulated that this permit is for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property rights.
11. Any utility heretofore or hereafter placed upon, under, over or along any right-of-way that is found by the Public Works Director to be unreasonably interfering in any way with the convenient, safe or continuous use, or the maintenance, or improvement of such right-of-way shall, upon thirty (30) days' written notice to the utility or its agent by the Director of Public Works, be removed or relocated by such utility at its own expense except as otherwise provided in Section 337.403, Florida Statutes.

12. In the event relocation of utility facilities are scheduled to be completed simultaneously with the City's construction work, the permittee will coordinate with the City before proceeding and shall cooperate with the City's contractor to arrange the sequence of work so as not to unnecessarily delay the work of the City's contractor. The Permittee shall comply with all provisions of the law and Chapter 21, City of Gulf Breeze Code of Ordinances.
13. In general, all road crossings shall be performed by directional bore in accordance with the City's standard details, or specific details approved by the Public Works Director or his/her designee. Open cutting of paved roadways, driveways, the City's Multi-Use Pathway (MUP), or other paved surfaces within the public rights-of-way is prohibited without written approval from the City. Repairs to open cuts, if authorized, shall be completed in accordance with City standards and specifications, and shall be completed at no cost to the City.
14. In case of noncompliance with the City's requirements in effect as of the approved date of this permit, this permit is void and the facility will have to be brought into compliance with, reapply for permitting, or be removed from the ROW at no cost to the City of Gulf Breeze.
15. Emergency repairs to damaged City of Gulf Breeze utilities shall be the responsibility of the permittee if deemed to be within the control of the contractor and when repairs resulted from failure to follow permit guidelines and specified permit conditions.
16. The City of Gulf Breeze Public Works Department shall have the right to conduct inspections throughout permitted activities and complete a final inspection.
17. Only City approved contractors may make any repairs to City of Gulf Breeze infrastructure if damaged due to excavation, boring, or other activities performed by the permittee or his/her contractor.

Section B. The following are required as applicable: (To be completed by Gulf Breeze Development Services)

- All telecom cabinets shall conform to the FDOT clear sight triangle specifications for intersections and driveways and be located a minimum distance of 4' from the back of curb or edge of pavement where possible.
- Permittee shall provide a Copy of Insurance (COI) as described in Gulf Breeze, FL Code of Ordinances Sec. 21-314
- All improvements shall be installed as to not create an obstruction within the Clear Zone of the roadways or MUP in accordance with guidelines provided in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook). All construction shall comply with the approved permit, Gulf Breeze Land Development Code, applicable federal, state, and local agency requirements, and ADA Title II and III standards.
- Plans & Construction Documents shall be provided for all proposed work. Detailed, scaled engineering plans must be provided and include the following:
 - o A complete depiction of all work to be performed under each specific permit number.
 - o Horizontal distance from the proposed utility to the edge of the pavement.
 - o Horizontal distance from the proposed utility to the edge of the right-of-way.
 - o Directional bore paths must be shown, including all road crossings with labeled measurements and approximate overall length.
 - o Clearly identify the road name(s) and Indicate North direction and scale on all plans.
 - o Temporary Traffic Control Plan (TTCP) conforming to the Manual on Uniform Traffic Control Devices (MUTCD), Latest Edition, and FDOT Standard Index, Latest Edition.
 - o Proof of coordination with other utility providers and location of other utilities on the plans.
- All City of Gulf Breeze Gas, Communication, Water, and Sewer infrastructure shall be located and marked according to the American Public Works Association's Uniform Color Code (ANSI Z535.1) and other applicable standards prior to commencement of work under this permit. The City may require the use of a locator service. Excavation activities may not commence until such time as marking is completed.
- OTHER SPECIAL CONDITIONS: *Additional information as the City finds reasonably necessary as described in Gulf Breeze, FL Code of Ordinances Sec. 21-309(3)(g).*

Section C. The following are required as applicable: (To be signed by Authorized Representative)

I Hereby certify that the information set forth above is a true and correct description of the proposed work and I understand the specific conditions required in this permit. I understand that any changes not approved by the Public Works Director will render the Utility ROW Permit issued in this application null and void. I have read and understand that a copy of this permit must be kept on the job site at all times.

 APPLICANT SIGNATURE

 DATE

 CITY OF GULF BREEZE PUBLIC WORKS DIRECTOR, OR DESIGNEE

 DATE



Memorandum

To: Samantha D. Abell, City Manager
From: Stephanie D. Lucas, Administrative Services Director
Date: April 10, 2026
Subject: Update on Automated Meter Infrastructure (AMI) Services with Sensus USA, Inc.

BACKGROUND:

In 2014, the City entered into an agreement with Sensus to implement automated water meter reading services, along with data storage and reporting software. This system reduced the labor required for manual meter readings and was part of a broader Energy Savings Agreement that replaced older meters, improving accuracy and reducing water loss.

On April 15, 2024, the City Council approved the First Amendment to the Advanced Metering Infrastructure (AMI) Agreement. This amendment provided for an upgrade to a new generation of software intended to enhance data analysis capabilities and offer customers direct access to their meter data.

However, the software approved under the amendment did not meet Sensus's performance standards and, as a result, was never implemented.

DISCUSSION:

Over the past month, staff has conducted research into alternative solutions at the direction of the City Council. This effort included discussions with Sensus and Core & Main regarding system schematics and the potential for competitively procuring AMI services.

During these discussions, Sensus indicated it has partnered with a third-party vendor, VertexOne, which offers AMI software compatible with the City's existing iPerl meters. Sensus invited staff to participate in a demonstration of the software.

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On March 11, staff attended a demonstration and engaged with the VertexOne representative to ask questions and evaluate the system. Following the demonstration, staff met to assess the software and determined that it offers an enhanced level of service, compatibility with existing infrastructure, and a user-friendly interface for customers.

Staff is currently evaluating the following options to procure the VertexOne software:

1. Amend the existing contract with Sensus; or
2. Utilize a piggyback agreement through Sourcewell.

Staff is awaiting a proposed amendment from Sensus, which will be submitted to the City Attorney for review and approval. If this option is not approved, staff will proceed with the piggyback agreement.

FINANCIAL IMPACT:

At this time, staff does not have a finalized cost estimate for the software. Anticipated expenses include an initial setup fee and an annual fee based on the number of meters in service. However, \$121,770 has been budgeted for FY2026 to support this initiative.

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