



## Town of Century, Florida

### Council Meeting Agenda

March 04, 2025 at 6:45 PM

7995 N. Century Blvd. Century, Florida 32535

(850)256-3208 | [www.TownOfCenturyFlorida.com](http://www.TownOfCenturyFlorida.com)

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**1. Open Meeting with Prayer**

**2. Open Meeting with Prayer**

**3. Pledge of Allegiance**

**4. Roll Call**

**A. Interim Mayor Alicia Johnson**

President & Council Seat One **Dynette Lewis**

Council Seat Two **Henry Cunningham**

Council Seat Three **Shelisa McCall-Abraham**

Council Seat Four

Council Seat Five **Sandra McMurray-Jackson**

**5. Consent Agenda**

**A. Approval of Minutes from Council Meetings**

10/03/2023

11/09/2023

12/12/2023

01/16/2024

04/02/2024

04/16/2024

05/21/2024

06/04/2024

06/18/2024

**B. Approval of Bill List**

**6. Action Items**

- A.** The Town of Century is considering the creation of a Town Administrator position to enhance operational efficiency, improve financial oversight, and provide professional management of municipal functions. Ordinance No. 2025-003 has been drafted for Town Council review, outlining the establishment of this position.

The Town Administrator would serve as the sole professional administrative officer assisting the Mayor with municipal operations, personnel management, and financial oversight. Importantly, this position would also assume the financial oversight responsibilities typically assigned to a Financial Services Director—ensuring budget preparation, fiscal accountability, grant management, and procurement compliance. This is not a separate position but rather a key function of the Town Administrator role. Additionally, while the Town Administrator will report directly to the Mayor, they will also be responsible for providing regular reports and updates to the Town Council and will take direction from both the Mayor and the Town Council in matters relating to municipal operations, financial management, and strategic planning.

The Town Council must now review the draft ordinance and determine the appropriate course of action regarding the creation, structure, and implementation of the Town Administrator position with financial oversight responsibilities.

Review of Ordinance No. 2025-003

Council Decision on the Ordinance

Financial and Organizational Considerations

The Town Council is requested to:

- B.** Following the Town Council's decision to create the Deputy Town Clerk position with a wage of \$18/hour, Interim Mayor Alicia Johnson recommends a broader evaluation of compensation across the Town's administrative offices. Currently, other Administrative Assistants earn \$14.39/hour, while the recently hired Utility Billing Clerk earns \$17/hour. Given these disparities, it is essential to assess whether additional adjustments are necessary to maintain fair and competitive compensation for all administrative personnel.

This need for evaluation has also been previously discussed by Former Mayor Luis Gomez, who recognized the importance of conducting a review of administrative wages.

The Town Council should direct the Interim Mayor to conduct a comprehensive review of administrative salaries, considering:

Equity among similar positions to ensure fair compensation.

Retention and recruitment factors to maintain a competitive workforce.

Budgetary impact of potential salary adjustments.

Industry benchmarks and comparable municipalities to establish fair pay scales.

It is recommended that the Town Council authorize the Interim Mayor to:

Conduct a salary analysis of all administrative office positions.

Provide a report with findings and recommendations for potential wage adjustments.

Present the findings at a future Town Council meeting for further discussion and approval.

A detailed budget impact analysis will be prepared based on the findings of the evaluation.

Potential salary increases will be considered within the available General Fund resources.

Pending Town Council approval, the Interim Mayor will initiate the evaluation process and report back with recommendations for salary adjustments, if deemed necessary.

- C. Change Order for Well No. 2 Rehabilitation project
- D. Authorization to proceed with the engineering work related to the water system improvements that the Town is pursuing through the FDEP State Revolving Fund process.
- E. Mr. Anthony Robinson requests that the Town of Century donates \$1,000.00 to the Century Basketball Association.

## **7. Mayor's Report**

### **A. BACKGROUND:**

The Mayor has requested a discussion regarding the lease agreements for the Century Business Center, particularly the discrepancy in rental charges for tenants. Historically, the Town has charged \$1 per month for leases, but Suite B is currently being charged \$75 per month. Additionally, the lease agreement with Metro Rapid Transportation, LLC, a tenant at the Century Business Center, expired on July 20, 2022, yet the tenant continues to occupy the space.

## **Summary of Metro Rapid's Lease Agreement:**

Given that Metro Rapid is still occupying the space without a current lease, the Town Council should consider whether:

### **DISCUSSION:**

The Town Council is requested to:

### **RECOMMENDED ACTION:**

**B.** Rebidding of the Town of Century Garbage Contract

## **8. Council Comments**

## **9. Staff Comments/ Report**

## **10. Public Forum**

## **11. Adjourn**

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

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

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

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