

Town of Century, Florida
Council Meeting Agenda
November 04, 2025 at 6:15 PM
7995 N. Century Blvd. Century, Florida 32535
(850)256-3208 | www.TownOfCenturyFlorida.com

Call Meeting to Order

1. Roll Call
2. Open Meeting with Prayer and Pledge of Allegiance
3. Consent Agenda
 - A. Approval of Minutes of 10/21/2025
 - B. Approval of Bill List
4. Public Forum #1
5. Action Items
 - A. Donation to Basketball Association
 - B. Adjusting Permitting Fees
6. Mayor's Report
7. Council Comments
8. Staff Comments/ Report
9. Public Forum #2
10. Adjourn

§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance. § If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771. § If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance. § If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that purpose, he may need to ensure that a "verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal to be based." Minutes of the Town Council meetings can be obtained from the Town Clerk's office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded but are not transcribed verbatim.

Town of Century Council Meeting Minutes October 21, 2025, at 6:15 PM

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

Call Meeting to Order

Council President called the meeting to order at 6:32pm

1. Roll Call

PRESENT

Mayor Ben Boutwell

President Dynette Lewis

Shelisa Abraham

John Bass

Sparkie Harrison

ABSENT

Henry Cunningham

2. Open Meeting with Prayer and Pledge of Allegiance

Councilmember Lewis lead the prayer.

3. Consent Agenda

A. Approval of Minutes for 10/07/2025

Motion made by Bass, Seconded by Abraham.

Voting Yea: President Lewis, Abraham, Bass, Harrison

B. Approval of Bill List

Councilmember Lewis requested clarification of Creamer Dozier.

Councilmember Harrison requested clarification on why one vendor was paid three times. It was stated that it was because it came out of three different accounts.

Motion made by Harrison, Seconded by Bass.

Voting Yea: President Lewis, Abraham, Bass, Harrison

Public Forum #1

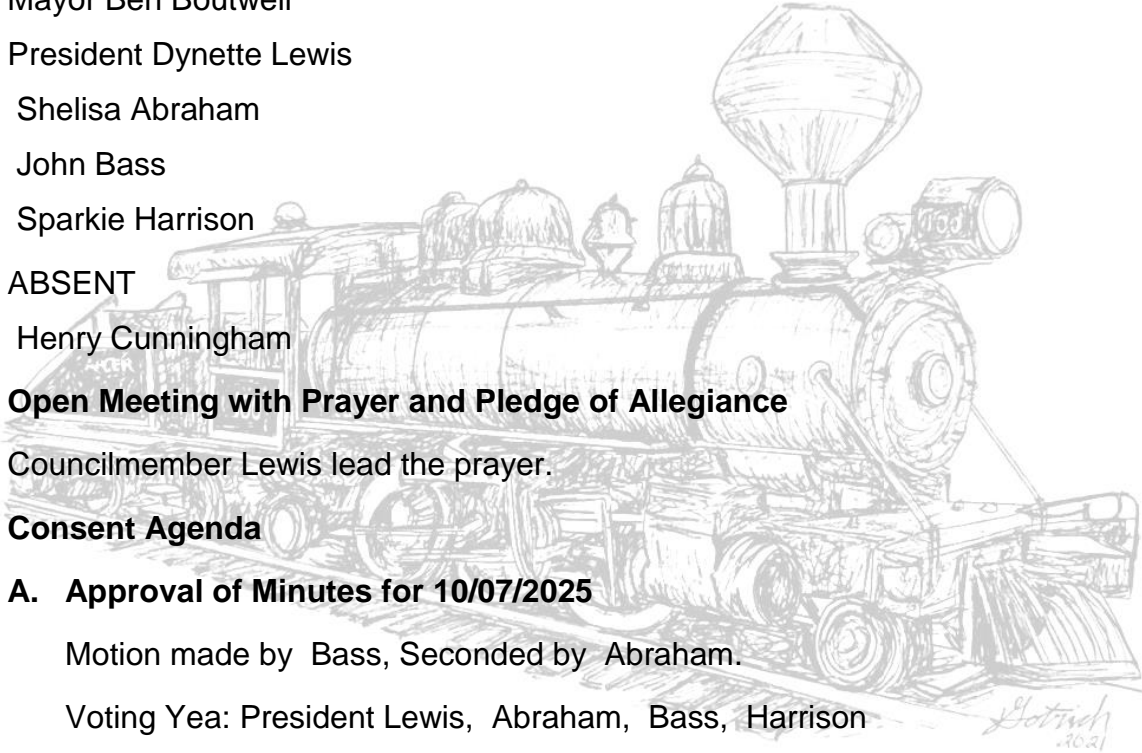
Ms. Emma Fletcher

Ms. Fletcher is asking why her bill is showing 36 days of usage.

4. Action Items

A. Transfer from LOST to Pay Invoices

Request for running balances on all.



Motion made by Abraham, Seconded by Bass.

Voting Yea: President Lewis, Abraham, Bass, Harrison

- B. Request for Travel for Shelisa McCall Abraham for a FAST Meeting on Friday, December 5, 2025, at 8:30 a.m. ET.

Councilmember Abraham states that the FAST meeting puts us on the radar.

Councilmember Bass asked that all the information be passed along to Mr. Murzin via a meeting.

Councilmember Lewis asked what resources are given. What arguments are beneficial to the Town. It is a lot of funding for a 45 minute meeting.

Motion made by Harrison, Seconded by Bass.

Voting Yea: President Lewis, Abraham, Bass, Harrison

5. Mayor's Report

Mr. Murzin and Mayor will be doing a walk through on the shelter on the 23rd at 10am. It was requested by Councilmember Abraham, Councilmember Harrison and Councilmember Bass to also walk through.

6. Council Comments

Councilmember Bass states that its important that the workshop information be passed along to the council as well as the mayor.

Councilmember Abraham states that the 5 year plan for the FDOT. She asked why Century was not on there. ECRC represents us with FDOT. Trunk or Treat is from 5pm-8pm Century Center.

Councilmember Harrison spoke with Mr. Murzin on getting some beautification done on streets Doing some edging etc.

Councilmember Lewis working toward AG building on the agenda for pricing.

Getting the sign at Showwalter park had been vandalized.

7. Staff Comments/ Report

Mrs. Moore stated that the new software is coming into play.

Mr. Murzin is still working on many of things. Notifications for customers for public safety, increasing social media outlets, and working on multiple things. Freedom Bridge came in over budget and the Town is working on finding the funding.

Councilmember Lewis stated that the council would love updates on all the projects.

The Lift Stations are coming up and going online.

8. Public Forum #2

Can a private citizen remove trees in the historical district. Must get a permit to remove them from the Alger Sullivan.

9. Adjourn

Motion made by Bass, Seconded by Abraham.

Voting Yea: President Lewis, Abraham, Bass, Harrison

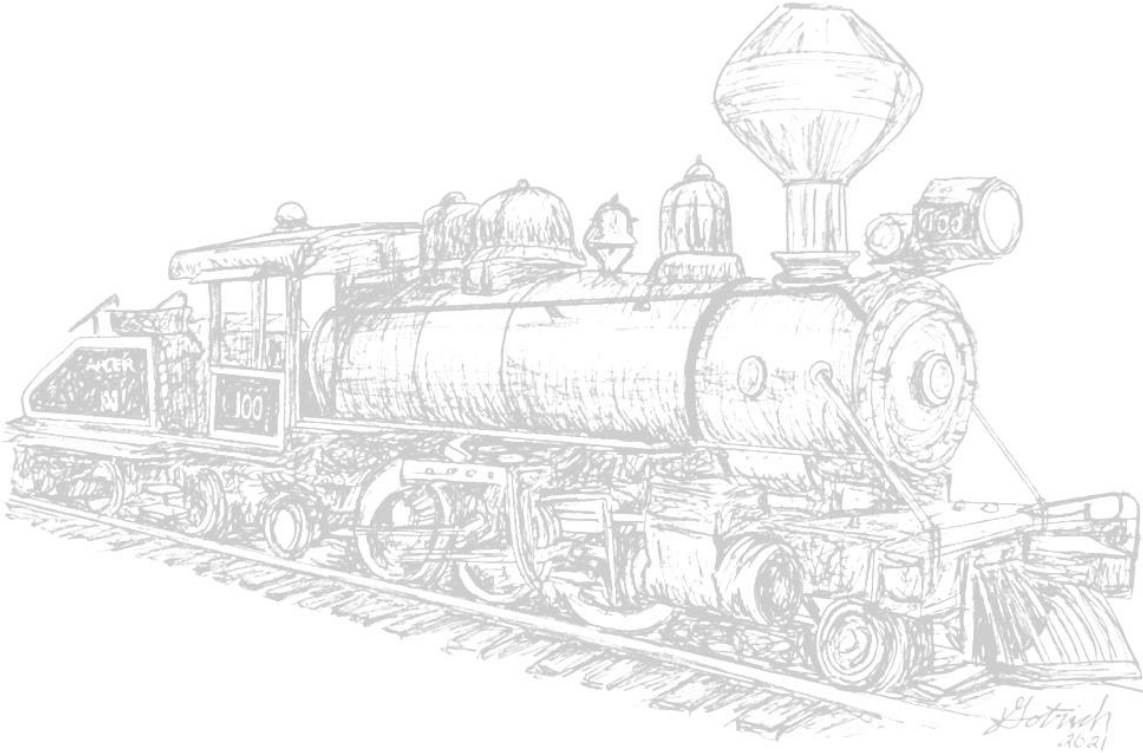
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Town of Century

Attest:

Benjamin Boutwell, Mayor

Carrie Moore, Town Clerk



**Town of Century
November 04, 2025
Bill List**

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Gas Fund						
401-32-4-67000	Equipment Maintenance	Gas Fund	AD Comp Systems Inc (billing, fund accounting, payroll, work order)	\$840.00	28535	October		\$1,157.93	\$3,000.00
401-32-4-10000	Telephone Gas	Gas Fund	AT&T (cell phones, tablets, hot spots)	\$202.45	10/17/2025	October		\$202.45	\$3,500.00
401-32-5-27000	Operating Supplies Gas	Gas Fund	Bondurant Lumber & Hardware (pvc pipe, couplings, primer pvc purple)	\$24.27	3459-472796	October		\$1,924.87	\$14,000.00
401-32-5-27000	Operating Supplies Gas	Gas Fund	Consolidated Pipe & Supply (yellow mdpe gas pipe)	\$978.25	FL0755723	October		\$1,924.87	\$14,000.00
401-32-5-27161	Membership Fees	Gas Fund	Florida Gas Utility (OQ Annual Renewal 12/01/25-12/01/26)	\$264.00	OQ20251022C	October		\$264.00	\$2,000.00
401-32-4-30000	Utilities Gas	Gas Fund	FPL (150 E Pond Street Unit 3)	\$383.46	21119-05374	October		\$383.46	\$4,000.00
401-32-4-20000	Postage/Freight	Gas Fund	Quadient Finance (postage-monthly invoice-varies)	\$213.79	10/22/2025	October		\$588.11	\$3,500.00
401-32-4-20000	Postage/Freight	Gas Fund	Quadient Leasing (quarterly invoice)	\$220.05	Q2067100	October		\$588.11	\$3,500.00
401-32-4-67000	Equipment Maintenance	Gas Fund	Southern Computer Services (computer reloaded for use in gas dept.)	\$317.93	21942	October		\$1,157.93	\$3,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$73.61	3401-10/15/25	October		\$301.31	\$8,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$70.90	3407-10/20/25	October		\$301.31	\$8,000.00
401-32-5-20000	Fuel Expense Gas	Gas Fund	Southern Pit Stop (fuel)	\$83.19	3409-10/22/25	October		\$301.31	\$8,000.00
401-32-4-65000	Vehicle Expense Gas	Gas Fund	JHB Auto Parts (battery, core deposit, battery disposal fee)	\$161.55	3456-128408	October		-\$4,182.61	\$10,000.00
			Total	\$3,833.45					
			General Fund						
100-12-4-10000	Telephone Admin	General Fund	AT&T (cell phones, tablets, hot spots)	\$294.15	10/17/2025	October		\$1,007.72	\$15,000.00
100-41-4-10006	Telephone Street	General Fund	AT&T (cell phones, tablets, hot spots)	\$244.41	10/17/2025	October		\$244.41	\$5,000.00
100-72-4-10007	Telephone Park	General Fund	AT&T (cell phones, tablets, hot spots)	\$83.44	10/17/2025	October		\$83.44	\$500.00
100-12-4-60002	Building Maintenance Habitat	General Fund	Bondurant Lumber & Hardware (window panel)	\$74.99	3412-472878	October		\$74.99	\$2,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	CIT (canon copier)	\$188.82	47933768	October		\$2,929.21	\$30,000.00
100-12-4-30001	Utilities Habitat	General Fund	FPL (150 E Pond Street Unit 2)	\$180.67	21119-05291	October		-\$72.06	\$4,500.00
100-12-4-30001	Utilities Habitat	General Fund	FPL (150 E Pond Street Unit 4-Rental Century Care Center)	\$256.13	21119-05333	October		-\$72.06	\$4,500.00
100-12-4-30001	Utilities Habitat	General Fund	FPL (150 E Pond Street Unit 5 Rental Metro Rapid/Soul Train)	\$261.51	21119-05390	October		-\$72.06	\$4,500.00
100-12-4-30001	Utilites Habitat	General Fund	FPL (150 E Pond Street Unit 6 Rental Northwest Florida Community Outreach)	\$571.51	21119-05341	October		-\$72.06	\$4,500.00
100-72-4-30111	Park Electric McMurray	General Fund	FPL (159 E Pond Street)	\$27.25	21119-05358	October		\$75.66	\$750.00
100-12-4-30113	Park Electric Anthony Pleasant	General Fund	FPL (221 Highway 4)	\$838.22	21119-05309	October		\$838.22	\$2,800.00
100-72-4-30112	Park Electric Little League	General Fund	FPL (580 Church Street Ball Field)	\$35.94	21119-05382	October		\$66.12	\$900.00

**Town of Century
November 04, 2025
Bill List**

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
100-72-4-30112	Park Electric Little League	General Fund	FPL (580 Church Street Concession)	\$30.18	21027-36101	October		\$66.12	\$900.00
100-41-4-30002	Utilities Street	General Fund	FPL (7860 Alger Road)	\$677.46	21059-54388	October		\$677.46	\$8,000.00
100-72-4-30110	Showalter Ball Park Electric	General Fund	FPL (7890 Kelly Field Rd 1)	\$526.31	21086-24632	October		\$1,305.81	\$4,500.00
100-72-4-30110	Showalter Ball Park Electric	General Fund	FPL (7890 Kelly Field Rd 2)	\$27.25	21081-44532	October		\$1,305.81	\$4,500.00
100-72-4-30110	Showalter Ball Park Electric	General Fund	FPL (7890 Kelly Field Rd 3)	\$379.82	21082-33731	October		\$1,305.81	\$4,500.00
100-72-4-30110	Showalter Ball Park Electric	General Fund	FPL (7890 Kelly Field Rd 4)	\$82.35	21082-38789	October		\$1,305.81	\$4,500.00
100-72-4-30110	Showalter Ball Park Electric	General Fund	FPL (7890 Kelly Field Road Com Bldg)	\$290.08	21068-09706	October		\$1,305.81	\$4,500.00
100-72-4-30003	Utilities Park	General Fund	FPL (7890 Kelly Field Theater)	\$27.25	21035-02817	October		\$27.25	\$16,000.00
100-12-4-30000	Utilities City Hall	General Fund	FPL (7995 N Century Blvd)	\$637.51	21066-02317	October		\$637.51	\$9,000.00
100-72-4-30111	Park Electric McMurray	General Fund	FPL (Pond Street)	\$48.41	21085-92078	October		\$75.66	\$750.00
100-41-4-31001	Street Lights	General Fund	FPL (Street Lights)	\$3,340.40	21034-34078	October		\$3,340.40	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Harris Business Machines (canon copies)	\$363.39	444624	October		\$2,929.21	\$20,000.00
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (blower motor resistor)	\$54.69	3460-128637	October		\$360.98	\$6,000.00
100-72-5-27002	Field Supplies Park	General Fund	Philip May Co (safety glasses)	\$35.40	3503-164259	October		\$316.36	\$8,000.00
100-41-4-68001	Field Supplies Street	General Fund	Philip May Co (white towels, bleach, kitchen towels)	\$113.95	3405-164258	October		\$195.88	\$12,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$54.31	3410-10/23/25	October		\$180.53	\$12,000.00
100-41-5-20001	Fuel Expense Street	General Fund	Southern Pit Stop (fuel)	\$54.52	3414-10/24/25	October		\$180.53	\$12,000.00
100-12-4-55000	Landscaping/Beauification	General Fund	Southern Treasures (2-fall wreaths, 5- plants for town)	\$1,085.00	7673	October		\$1,192.53	\$2,000.00
			Total	\$10,885.32					
			Water Fund						
402-36-4-67000	Equipment Maintenance	Water Fund	AD Comp Systems Inc (billing, fund accounting, payroll, work order)	\$2,520.00	28535	October		\$3,770.46	\$12,000.00
402-36-4-10000	Telephone Water/Sewer	Water Fund	AT&T (cell phones, tablets, hot spots)	\$130.74	10/17/2025	October		\$259.78	\$9,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Bondurant Lumber & Hardware (2-pvc ratchet pipe cutter, lumber)	\$81.86	3418-473003	October		\$3,898.07	\$55,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Bondurant Lumber & Hardware (galv 90 degree street elbow)	\$3.29	3415-472906	October		\$3,898.07	\$55,000.00
402-36-4-10003	Water Purchase Account	Water Fund	Central Water Works (9/17/25-10/15/25)	\$6,659.00	9/17/25-10/15/25	October		\$6,659.00	\$120,000.00
402-36-4-10003	Water Purchase Account	Water Fund	Central Water Works (9/17/25-10/15/25)	\$6,659.00	9/17/25-10/15/25	September			
402-36-4-10000	Telephone Water/Sewer	Water Fund	Charter Communications (internet, phone)	\$129.04	10/12/2025	October		\$259.78	\$9,000.00
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environment Testing (testing samples)	\$285.00	4000168180	October		\$1,050.00	\$15,000.00

**Town of Century
November 04, 2025
Bill List**

Section 3, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
402-36-4-68001	Field Supplies Water	Water Fund	Ferguson (20-cts coup)	\$340.00	1614331	October		\$3,898.07	\$55,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (221 Highway 4)	\$30.18	21041-52752	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (390 Tedder Road)	\$51.38	21049-58109	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (6035 Industrial Blvd)	\$42.00	21024-68101	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (620 4th Street)	\$60.20	21024-13420	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (6879 Jefferson Avenue)	\$89.35	21078-45659	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (6900 Century Blvd)	\$61.76	21044-94899	October		\$1,954.63	\$35,000.00
402-36-4-29000	WWTP Electric	Water Fund	FPL (7350 Jefferson Avenue Temp Service)	\$51.76	21023-00502	October		\$2,754.61	\$45,000.00
402-36-4-29000	WWTP Electric	Water Fund	FPL (7350 Jefferson Avenue)	\$2,702.85	21023-23900	October		\$2,754.61	\$45,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (781 Briggs Blvd)	\$40.70	21028-39582	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (8250 N Century Blvd)	\$45.79	21060-48834	October		\$1,954.63	\$35,000.00
402-36-4-38000	Water Wells	Water Fund	FPL (8630 Blackmon Street)	\$1,225.24	21040-24456	October		\$2,371.97	\$30,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (8750 Century Blvd)	\$28.19	21038-03082	October		\$1,954.63	\$35,000.00
402-36-4-38000	Water Wells	Water Fund	FPL (9201 Academy Street Well 2)	\$492.29	21029-69777	October		\$2,371.97	\$30,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (9204 Old Flomaton Road)	\$41.44	21022-56589	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (9301 N Century Blvd)	\$27.25	21042-60050	October		\$1,954.63	\$35,000.00
402-36-4-38000	Water Wells	Water Fund	FPL (Century Blvd Well)	\$36.54	21027-26441	October		\$2,371.97	\$30,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (N Century Blvd)	\$31.89	21019-61353	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (N Century Blvd)	\$29.03	21071-19394	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (Tedder Road 2)	\$617.90	21069-18796	October		\$1,954.63	\$35,000.00
402-36-4-36000	Utilities Sewer Lifts	Water Fund	FPL (Upton Road)	\$32.24	21044-38029	October		\$1,954.63	\$35,000.00
402-36-4-59000	Lift Stations/Pump Maintenance	Water Fund	Hawkins, Inc. (Well 1- vacuum reg)	\$2,650.00	7239391	October		\$29,480.00	\$125,000.00
402-36-4-59000	Lift Stations/Pump Maintenance	Water Fund	Hawkins, Inc. (Well 1-tubing connector, ejector, regal system)	\$50.00	7239389	October		\$29,480.00	\$125,000.00
402-36-4-59000	Lift Stations/Pump Maintenance	Water Fund	Hawkins, Inc. (Well 1-washer, seal, filter plug, o ring, diaphragm, gaskets)	\$4,100.00	7234646	October		\$29,480.00	\$125,000.00
402-36-4-20000	Postage/Freight	Water Fund	Quadient Finance (postage-monthly invoice-varies)	\$641.36	10/22/2025	October		\$1,764.32	\$11,000.00
402-36-4-20000	Postage/Freight	Water Fund	Quadient Leasing (quarterly invoice)	\$660.15	Q2067100	October		\$1,764.32	\$11,000.00
			Total	\$30,647.42					
			Grand Total	\$45,366.19					

Town of Century
November 04, 2025

Section 3, Item B.

Bill List

Account Number	Account Name	Amount
	Gas Fund	
401-32-4-67000	Equipment Maintenance	\$1,157.93
401-32-4-10000	Telephone Gas	\$202.45
401-32-5-27000	Operating Supplies Gas	\$1,002.52
401-32-5-27161	Membership Fees	\$264.00
401-32-4-30000	Utilities Gas	\$383.46
401-32-4-20000	Postage/Freight	\$433.84
401-32-5-20000	Fuel Expense Gas	\$227.70
401-32-4-65000	Vehicle Expense Gas	\$161.55
	Total	\$3,833.45
	General Fund	
100-12-4-10000	Telephone Admin	\$294.15
100-41-4-10006	Telephone Street	\$244.41
100-72-4-10007	Telephone Park	\$83.44
100-12-4-60002	Building Maintenance Habitat	\$74.99
100-12-4-61000	Office Equipment Maintenance	\$552.21
100-12-4-30001	Utilities Habitat	\$1,269.82
100-72-4-30111	Park Electric McMurray	\$27.25
100-12-4-30113	Park Electric Anthony Pleasant	\$838.22
100-72-4-30112	Park Electric Little League	\$66.12
100-41-4-30002	Utilities Street	\$677.46
100-72-4-30110	Showalter Ball Park Electric	\$1,305.81
100-72-4-30003	Utilities Park	\$27.25
100-12-4-30000	Utilities City Hall	\$637.51
100-72-4-30111	Park Electric McMurray	\$48.41
100-41-4-31001	Street Lights	\$3,340.40
100-41-4-65000	Vehicle Expense Street	\$54.69
100-72-5-27002	Field Supplies Park	\$35.40
100-41-4-68001	Field Supplies Street	\$113.95
100-41-5-20001	Fuel Expense Street	\$108.83
100-12-4-55000	Landscaping/Beautification	\$1,085.00
	Total	\$10,885.32
	Water Fund	
402-36-4-67000	Equipment Maintenance	\$2,520.00
402-36-4-10000	Telephone Water/Sewer	\$259.78
402-36-4-68001	Field Supplies Water	\$425.15
402-36-4-10003	Water Purchase Account	\$13,318.00

Town of Century
November 04, 2025

Section 3, Item B.

Bill List

Account Number	Account Name	Amount
402-36-4-76002	Testing Sewer	\$285.00
402-36-4-36000	Utilities Sewer Lifts	\$1,229.30
402-36-4-29000	WWTP Electric	\$2,754.61
402-36-4-38000	Water Wells	\$1,754.07
402-36-4-59000	Lift Stations/Pump Maintenance	\$6,800.00
402-36-4-20000	Postage/Freight	\$641.36
402-36-4-20000	Postage/Freight	\$660.15
	Total	\$30,647.42
	Grand Total	\$45,366.19

Town of Century
November 04, 2025

Section 3, Item B.

Bill List

Payee	Amount
AD Comp Systems Inc	\$3,360.00
AT&T	\$955.19
Bondurant Lumber & Hardware	\$184.41
Central Water Works	\$13,318.00
Charter Communications	\$129.04
CIT	\$188.82
Consolidated Pipe & Supply	\$978.25
Eurofins Environment Testing	\$285.00
Ferguson	\$340.00
Florida Gas Utility	\$264.00
FPL	\$14,359.69
JHB Auto Parts	\$216.24
Harris Business Machines	\$363.39
Hawkins, Inc.	\$6,800.00
Philip May Co	\$149.35
Quadient Finance	\$855.15
Quadient Leasing	\$880.20
Southern Computer Services	\$317.93
Southern Pit Stop	\$336.53
Southern Treasures	\$1,085.00
Grand Total	\$45,366.19

TOWN COUNCIL AGENDA ITEM

TOWN OF CENTURY

COUNCIL MEETING – November 4, 2025

AGENDA ITEM: Donation

Background:

Donation to the Basketball Association

Recommendation:

Council consideration and approval of a one time donation to the Basketball Association.



TOWN COUNCIL AGENDA ITEM

TOWN OF CENTURY

COUNCIL MEETING – November 4, 2025
AGENDA ITEM: Basketball Association Donation

Contributions Budgeted for this fiscal year are \$5,000 so far only \$200 have been spent.

Century Basketball Association 2024-2025

03/06/2025 \$1,000 paid

Blackcats Basketball Association 2022-2023

9/21/2023 \$1,000 paid
9/21/2023 \$500 paid
9/21/2023 \$265 paid



Town of Century
Fee Review and Recommendations Report
Prepared for the Town Council
October 21, 2025 - DRAFT

Introduction

The Town of Century is evaluating its Plans Review Fee Schedule, most recently adopted in July 2014 (Attachment A). The fee schedule sets rates for planning actions such as development certificates, sign review, and comprehensive plan amendments.

While the Town of Century does not issue building permits, its Land Use Certificates serve as a local land use clearance before applicants submit for building permits through Escambia County. Under Florida law, municipalities are restricted from setting fees that exceed the reasonable costs associated with the service provided.

This report also recommends the elimination of rebate provisions contained in the 2014 schedule. To our knowledge, no applicant has ever returned to claim a rebate, and maintaining such provisions adds unnecessary administrative work without benefit.

The purpose of this fee review is to:

- Ensure that the Town’s fees recover staff and administrative costs associated with reviewing applications and issuing Land Use Certificates.
- Align the Town’s fee structure with comparable fees charged by Escambia County, which provides the most appropriate benchmark.
- Simplify the fee schedule to make it clear, consistent, and easy to administer.
- Eliminate rebate provisions that are no longer used or needed.

Cost Review

The Town’s land use review process involves both Town administrative staff and the Emerald Coast Regional Council (ECRC), which provides technical planning support. Because these services are regulatory in nature rather than discretionary, fees should be based on the actual cost of staff time, administrative coordination, and overhead required to process applications. Costs arise from direct staff time, administrative handling, and coordination with Escambia County.

Cost Components

- **Application Intake:** Town staff respond to initial inquiries, explain requirements, direct applicants to ECRC if necessary, and collect fees.

- **Processing:** ECRC staff review applications for zoning and land use consistency, prepare documentation, and issue Land Use Certificates. ECRC staff respond to applicant questions, request missing information, and coordinate with County personnel as necessary.
- **Recordkeeping:** ECRC staff maintain digital copies of applications and produce reports for the Town Council of development review activity.
- **Public Notices:** For rezonings and amendments, costs include advertising, mailed notices, and meeting materials.

Time Estimates

Review time varies widely based on the application type and completeness:

- **Routine Residential Reviews:** Typically 15–30 minutes.
- **Incomplete Applications:** Require additional coordination and repeated review.
- **Complex Applications:** One to several hours.
- **Comprehensive Plan Map Modifications:** Extensive coordination, report writing, material preparation, and two public hearings at least 5–10 hours.

Recommended Fee Adjustments

Simplification

The 2014 schedule includes multiple small categories (fences, sheds, signs, demolitions, etc.) that all require similar levels of review and processing. To simplify administration and improve clarity, these are combined into a Residential Development category.

Recommended Simplified Fee Schedule

Category	Current Fee (2014)	Proposed Fee
Residential Development (including site development, fencing, land disturbance, signage, temporary use, home based business, and demolition)	\$25-\$50	\$60
Commercial Development (including site development, fencing, land disturbance, signage, temporary use, and demolition)	\$50	\$110
Variance Application	\$25	\$250
Comprehensive Plan Amendment	Small \$500 / Large \$750	Small \$1,000 / Large \$1,500

Rezoning Application	\$500	\$1,000
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Elimination of Rebate Provisions

The Town’s 2014 fee schedule includes rebates designed to encourage applicants to return after receiving County building permits. In practice to ECRC’s knowledge, no rebates have been claimed, and tracking such refunds may create unnecessary administrative burden.

It is recommended that all rebate provisions be repealed and replaced with flat, non-refundable fees that directly reflect the Town’s review and processing costs.

Comparison to Escambia County

Escambia County provides the most appropriate benchmark for Century. The County’s land use and zoning clearance fees, which are the most comparable to the Town’s review process are \$95 for residential or commercial site renovations, \$110 for new residential or commercial site development, and \$255 for land disturbance activities. Fees for rezoning and variance applications in Escambia County are \$1,530 and \$515. The higher costs reflect the additional staff time, noticing, and public hearing requirements associated with those reviews.

Conclusion and Next Steps

The Town’s 2014 fee schedule no longer reflects the administrative costs or procedural realities of issuing Land Use Certificates and related planning actions. Updating the schedule will ensure cost recovery for Town and ECRC staff, simplify the process, and align the Town’s practices with Escambia County. The revised fees are intended solely to recover the Town’s reasonable administrative and staff costs, consistent with Section 166.021, Florida Statutes, and related case law.

Slide 2 — Purpose of the Review

- The Town’s current schedule was last updated in 2014, and since then, administrative costs, review processes, and coordination needs have all changed significantly.
- Our goal is to bring these fees in line with actual costs, simplify the structure, and remove provisions that are no longer relevant.
- The Fee Review and Recommendations Report was prepared by ECRC staff to help guide our discussion of potential updates.
- Based on our discussions today, we can prepare an updated Fee Schedule for the Town Council to formally adopt.

Slide 3 — Purpose of the Review

- To help you understand what these fees cover, we wanted to share a diagram of how development reviews happen in Century.
- For most typical reviews, for example if someone wants to build or improve a house, the resident would submit a development application describing the property and the work that they are planning to do.
- Then Town Staff and ECRC review the application for compliance with the town’s Comprehensive Plan and Ordinances. If approved, the Town issues a Land Use Certificate
- The Town of Century works with Escambia County to oversee all building permits and inspections. So when the applicant goes to Escambia County for building permits they will have to show them the approved Land Use Certificate to get their permits.

Slide 4 — Comp Plan Update Process

- A comprehensive plan amendment is more complex and costly for applicants. This process is required when a proposed development is not consistent with the existing land use category. The most recent comprehensive plan update done in Century was when a small area in the ‘Environmentally Sensitive’ Land Use Category was reclassified as ‘Low Density Residential’ to allow for the construction of a home.
- In these cases, staff cannot change the map independently—that authority lies with the Town Council. Because of additional notice and hearing requirements, these applications are more expensive to process.

Slide 5 — Current Review Times

We want to show how review times vary by application type.

Routine residential permits, typically small projects like fences or remodels, take about 15–30 minutes.

Incomplete applications often take longer due to additional coordination with applicants or the County.

Complex commercial applications can take 1 to 3 hours depending on the level of review and coordination required.

And Comprehensive Plan amendments—which include hearings, coordination, and documentation—can require 5 to 10 hours or more of staff time.

These time estimates are the foundation for the proposed updates, which are designed to better reflect the actual workload and ensure the Town recovers its costs.

Slide 6 — Key Recommended Adjustments

Three main updates are proposed:

Merge minor categories. Currently, there are multiple small categories such as site development, fencing, land disturbance, signage, temporary use, home-based business, and demolition. Since each of these involves a similar level of review, they’ll be combined into one Residential Development category.

The new rates will reflect the true time and effort involved by both Town and ECRC staff, ensuring that regulatory costs are covered without exceeding statutory limits.

Finally the memo proposes to remove the rebate provisions currently in the fee schedule.

Slide 7 – Rebate Provisions

The Town’s 2014 schedule included rebates of \$15–\$35 for applicants who provided proof of a County building permit. We believe this was to encourage them to follow through with obtaining building permits. However, to our knowledge, no rebates have ever been claimed. Removing this provision will simplify administration and eliminate unnecessary tracking.

Slide 8 — Proposed Fee Schedule

Here are the current along with the proposed fees included in the memo.

Slide 9 — Next Steps

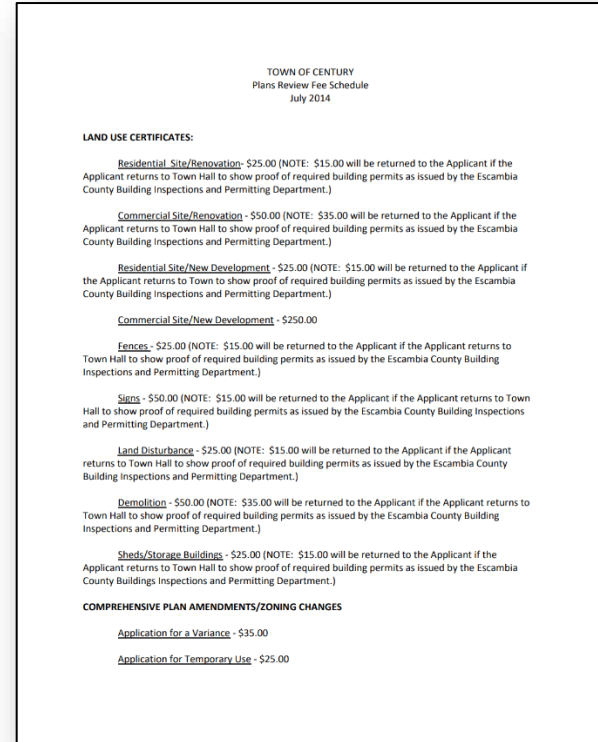
What feedback to you have or changes?

Do you want ECRC to prepare an updated Fee Schedule for adoption?

Town of Century Fee Schedule Update

Eric Christianson, Planner

- The Town's Fee Schedule was last updated in 2014.
- Existing fees no longer reflect true administrative costs.
- Goal to simplify categories and remove outdated rebate provisions.



Resident submits development application.

Town of Century staff review for compliance with Development Code and Comprehensive Plan.

Resident submits approved Land Use Certificate to Escambia County for building permits and inspections.

Resident submits request for Comp Plan amendment.

Town of Century staff prepares staff report and public notices.

Town Council reviews and votes on Comp Plan amendment at two meetings.

Time Estimates by Review Type

Routine Residential Permits	15-30 minutes
Incomplete applications	variable
Complex Commercial	1-3 hours
Comp Plan Amendments	5 - 10 hours

- Merge numerous minor categories: site development, fencing, land disturbance, signage, temporary use, home based business, and demolition.
- Raise fees to recover actual costs.
- Remove rebate provision.

- The Town's 2014 fee schedule includes rebates (\$15 - \$35) with proof of County building permits.
- To ECRC's knowledge, no rebates have been claimed.
- Recommendation is to remove rebate provision for clarity and simplicity.

Proposed Fee Schedule

Category	Current (2014)	Proposed
Residential Development	\$25-\$50	\$60
Commercial Development	\$50	\$110
Variance Application	\$25	\$250
Comprehensive Plan Amendment	\$500 / \$750	\$1,000 / \$1,500
Rezoning Application*	\$500	\$1,000

- Any feedback or questions from Council?
- ECRC staff can prepare updated Fee Schedule for council adoption, if desired.



QUESTIONS?

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