



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

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.

**Bill List Review Minutes
Town Hall
October 3, 2023
7:00 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson**

Others Present:

**Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor**

Council President Dynette Lewis opened the meeting at 6:45 p.m.

1. Roll Call

Present at the Council Table were Dynette Lewis, Sandra McMurray Jackson, Shelisa McCall Abraham, Alicia Johnson, and Henry Cunningham. Also present at the Council Table was Interim Mayor Luis Gomez Jr.

2. Bill List Review

Table Tugwell to decipher coding.

Budget for advertising is close.

Council President Dynette Lewis noted parks electricity is high.

Interim Mayor Luis Gomez thinks it is due to the lights at the ball parks. Mayor Gomez stated we have been renting a light structure. We haven't had anyone to repair the lights because they all went to the east for the storm. Kevin Merchant has located a local who can help.

Mayor Gomez stated the lights are from United Rentals and Kevin Merchant or his crew can pick them up. Kevin called Mayor Gomez and worked on the rental lights.

Council President Dynette Lewis stated that is not good to work on someone else's machinery.

Kevin Merchant arrived and gave a total of \$4xxx. It covers everything except the man lift.

First rental \$250

Second rental \$120

Council President Dynette Lewis asked about weekly rental.

Kevin Merchant stated we only rent when they have a home game.

Mayor Gomez said when they are away, we do not need the lights.

Kevin stated we use the lights for special occasions like the Christmas parade. If our own lights were fixed, we wouldn't need the rental lights.

Annual \$7500 Used

Leslie Howington will ask Reggie from FPL on park lights.

3. Adjournment

There being no further business, Council President Dynette Lewis adjourned the Bill List Review meeting at 7:05 p.m.

Respectfully submitted,

**Council Meeting Minutes
Town Hall
October 3, 2023
7:00 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and called the meeting to order at 7:05 p.m.

1. Open Meeting with Prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Dynette Lewis, Sandra McMurray Jackson, Shelisa McCall Abraham, Alicia Johnson, and Henry Cunningham. Also present at the Council Table was Interim Mayor Luis Gomez Jr.

4. Public Forum

Susan Smith is new to this facility and is falling in love. She is head of wound healing. Century Health & Healing.

Tiffany Edwards, head of nursing. 88 beds, built in 1994. She has been there 16 years, starting as a CAN.

They offer many therapies

IV services

Dr. Elder

Dr Smtih

Atmore Dr

Dr. Pardue

October 19th breast walk.

Bought out in 2020 from a company in NY.

Left Advanced Directives for the Town to have available.

Council Member Sandra McMurray Jackson mentioned a Pink Hats event coming up and would like for Century Health & Healing to participate.

Susan Smith invited Council to the Fall Festival.

Interim Mayor Luis Gomez commended the staff. He is there regularly and noted that this facility is better than others in the area.

Here because she loves it here.

She asked Council to attend October 31st. with a proclamation 3-6 pm

Council requested to approve the Proclamation at the next council Meeting.

5. Ministerial Acts - Approval of Bill List October 03, 2023 Bill List

Council President Dynette Lewis requested a motion to approve the October 03, 2023 Bill List with the exception of Tugwell

Council Member Shelisa McCall Abraham made the motion

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

6. Dale Long Lift Stations -- Adding of Additional Circuits

Take from the Agenda Summary Sheet

Change Order is valid.

We elected to go with Mr. Jowels panel and he will do the work in the panel. Since he is working for the Town and not the contractor, Mr. Long requests the Town front the money and be reimbursed by the county.

Mayor Gomez stated that's reimbursed by Mr. Barry's money for reimbursement.

Dale Long noted that any extra money from Barry can be spent on another project.

Council President Dynette Lewis asked why not designed originally. Pole was discovered as inadequate. The heater should have been included. It would cost extra if it had been included, so it's the same.

Council President Dynette Lewis requested a motion

Council Member Alicia Johnson made the motion

Council Member Shelisa McCall Abraham seconded the motion.

No questions. The motion passed unanimously.

7. Dale Long Resolution 11-2023 -- Freedom Road Bridge

Resolution at the table is updated from the one in the Agenda Packet. There is a Resolution in the back of the packet from FDOT requesting authorization for Mayor Gomez to sign.

Council Member Henry Cunningham asked why is it scheduled to take so long to complete.

Dale Long erred on the side of allowing more time than it may take.

Requested motion from Agenda Summary Sheet .

Only #2 needs approval/ #1 was already approved

8. Kevin Merchant Mowing the Library Contract

Leslie Howington read the Agenda Summary Sheet and shared the addition of the Christmas lights with reimbursing the actual cost of lights.

Council Member Abraham confirmed the only change was Mayor Gomez and services.

President Dynette Lewis requested a motion.

Council Member Abraham made the motion.

Council Member Sandra McMurray Jackson seconded the motion

No questions. The motion passed unanimously.

9. Staff Report

Leslie help with minutes

Council President Dynette Lewis will work on live streaming.

Minutes and Agendas on website. Leslie – on the website calendar.

11 W. State Line Rd. can they knock down weeds around the sign.

The sign is down. Kevin Merchant was told about it.

Mayor Gomez Town sign. Leslie Howington will redo the Ordinance.

10. Mayor's Report

Mayor Gomez shared that he was honored that Century will continue to support him as he leads.

11. Council Comments

Council Member Shelisa McCall Abraham asked for Mallory Walker resend the link for the ice machine.

Business Cards

Maintenance of the stairs of the Chamber Building on West Hecker.

Veteran's Day event between Town and Chamber.

Mayor Gomez will work with Council Member Abraham

Oath of officed that day. Mr. Cunningham.

Council Member Abraham stated that the Trunk or Treat is at 5pm at PSC on October 27, 2023.

Century Health and Rehab will participate

Council Member Alicia Johnson will participate

Council President Dynette Lewis will follow up with West Frazier.

Henry Cunningham shared that he is honored to be on his hometown Council. Ready to work. Elated to be here. Thanked everyone for supporting him.

Council Member Sandra McMurray Jackson asked Kevin Merchant to get the pine straw off the roof of the Chamber Building.

Council President Dynette Lewis requested August 15th Council Meeting Minutes

Live Stream.

Christmas decoration – will be here in 5-6 weeks.

12. Public Forum

Talcon's first invoice working on two lift stations. Get Robin Phillip's note.

\$291,121.05 County pay from LOST and reimburse to LOST funds.

\$240,000.00 CDBG

Mayor Gomez confirmed that there is enough money in Mr. Barry's money after the previous vote tonight. Robin Phillips confirmed. Dale Long will confirm.

Council President Dynette Lewis requested a motion for \$291,121.05 paid to Talcon from LOST and reimbursement full amount from County.

Council Member Shelisa McCall Abraham made the motion

Council Member Alicia Johnson seconded the motion

No questions.

The motion passed unanimously.

Carver needs a GEO tech report on the property. Inspecting the dirt. It wasn't needed before because they were renovating it. Now they are tearing it down.

Council President Dynette Lewis requested a motion to amend the contract to include \$2,990 in Geotech Report.

Council Member Alicia Johnson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Carver good news. The Case Study, found someone in Tampa to do it. Should be finished by October and submit to State in November.

Call from the State for additional funding from the CDBG-CV. It will go to the Carver and Ag Building.

Procurement for engineering for CDXXXX for Shelter. Proposals due on Friday of last week.

1 engineering

1 administrative Jones Phillips

1 architectural for

Dale Long Legislation appropriations request is due in November. We have four active, He suggested asking for the other half of well 3 that was funded from prior LA.

Council President Dynette Lewis requested a motion

Council Member Alicia Johnson made the motion

Council Member Abraham seconded the motion.

William Reynolds asked about a public hearing.

ASK DALE FOR DETAILS.

Deadline later.

Leslie stated that the mayor has gone in the past. Dale Long offered to go with him. First half of our ask was last year. Salzman's came through. Broxson's didn't. This is the time to plead the Town's case. It is not

No further questions.

The motion passed unanimously.

Oct 6th

Oct 13th

Natural Gas truck and Candy. Regular Pickup Truck because natural gas is not the current rage.

More candy. Staff and their children.

Christmas Parade will be at night. We'll build a float.

Kevin Merchant on the Water Meter Project. Where are we, Dale?

Dale Long stated we are pulling together a plan. Nearly all meters are blue. Then the project includes both meter replacement and service replacement from the box to the main.

Two different contractors so advertise separately. Do service replacement and then install the meter replacement.

Dale Long stated once we settle on the meter system, we can bid it out. End of year. First of next year.

County is acting as a go between the State and Town to handle the finances.

Mayor Gomez stated strictly water meters.

Dale Long shared the meters come with software in the truck and in the office. If we pick the right software, they can read the gas meters too.

Mayor Gomez asked how can it read the existing meters.

Kevin Merchant stated there is a small add on.

Dale Long stated that BJ Johnson needs to be in the meeting.

Also, state mandate to find out how many lead pipes we have . . . ask Dale

Leslie Howington asked how could we pay for the gas meter piece.

Consensus on LOST Funds.

Details of the work to be performed in the water and piping event.

Council Member Alicia Johnson looked up total meter replacements.

13. Adjourn

Leslie's Draft minutes did not state who motioned for adjournment of the meeting nor what time the meeting was adjourned.

Respectfully submitted,

**Special Council Meeting Minutes
Town Hall
October 7, 2023
10:00 a.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor
Robert Hudson, CPA

Council President Dynette Lewis confirmed the advertisement of the Special Council Meeting and opened the meeting at 10:00 a.m.

1. Open Meeting with Prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Dynette Lewis, Sandra McMurray Jackson, Shelisa McCall Abraham, Alicia Johnson, and Henry Cunningham. Also present at the Council Table was Interim Mayor Luis Gomez Jr.

4. Public Forum

5. Resolution 09-2023

Council President Dynette Lewis read the title of Resolution 09-2023

Council President Dynette Lewis confirmed that it was the same.

Town Clerk Leslie Howington passed out handouts.

Town CPA Robert Hudson stated the way the State defines the increase sounds like we are going up \$4,000 in advalorem. He does not know where they come up with that number and will go with Leslie Howington to the tax assessor's.

Council President Dynette Lewis does not agree with raising taxes but does not want to hold up the budget.

Robert Hudson reminded the Council that the property appraiser gets

Council President Dynette Lewis requested a motion to adopt Resolution 9-2023 Final Budget

Council Member Alicia Johnson made the motion

Council Member Henry Cunningham seconded the motion

No questions. The motion passed unanimously.

William Reynolds stated that the budget is not on the Town's website.

Leslie Howington stated it will be do on our inspection It will not hinder today's vote. Please continue.

Council Member Henry Cunningham made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Mayor Gomez thanked the council for the spirited debate and it is nice that we have a group of educated people on the Council. Reiterated that individuals are to vote their conscience.

Council President Dynette Lewis stated Council of 5. Each represents our own vote. We will not always agree. She appreciates each person being respected in their vote.

Council Member Sandra McMurray Jackson grateful that we can vote our conscience and agree to disagree.

Once again no notes on who motioned to adjourn the meeting nor what time the meeting adjourned.

Respectfully submitted,

**Special Council Meeting Minutes
Town Hall
November 9, 2023
6:00 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor
Robert Hudson, CPA

Council President Dynette Lewis confirmed the advertisement of the Special Council Meeting and opened the meeting at 10:00 a.m.

1. Open Meeting with Prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Dynette Lewis, Sandra McMurray Jackson, Shelisa McCall Abraham, Alicia Johnson, and Henry Cunningham. Also present at the Council Table was Interim Mayor Luis Gomez Jr.

4. Public Forum

Nothing for Public Forum

5. Mayor Gomez – Hiring an Interim Town Manager

Council President Dynette Lewis opened the floor to discussion of the Interim Town Manager.

Mayor Luis Gomez stated in order to discuss hiring a town manager we must go through this public meeting. The goal tonight is to allow me to go into negotiations between Mr. Brown, myself and the Town Attorney. It will come back before the Council for final approval.

Council Member Shelisa McCall Abraham asked what the expected length of his service is.

Mayor Gomez stated that is up to the Council.

Council Member Sandra McMurray Jackson asked if it takes more than 7 months would you be willing to stay.

Howard Brown responded yes, absolutely.

Mayor Gomez stated we need a City Manager or City Administrator to help us get our books straight. It is up to the Council to purchase this.

Mayor Gomez shared that Mr. Brown wanted to work three days a week.

Council Member Alicia Johnson stated she thinks that especially in the beginning we need a City Manager.

Mayor Gomez shared that will take more funds than we budgeted for and turned the floor over to the Council.

There were three applicants and in Mayor Gomez' opinion, Mr. Brown is the most qualified.

Council Member Henry Cunningham asked what does part time look like.

Mayor Gomez stated 3 days a week.

Discussion ensued regarding Mr. Brown and his entire company.

Mr. Brown shared that his availability will be three days a week assessing the staff and the work. Maybe some weeks a full five days.

Council President Dynette Lewis quoted \$7,500 and asked if that is part time.

Mr. Brown confirmed adding that it does not include expenses.

Mayor Gomez advised that ARPA funds are available for the Town Manager.

Council Member Alicia Johnson asked what if we give you the go ahead to engage in contract negotiation for the next six months.

Mayor Gomez asked if that was okay with Mr. Brown.

Mr. Brown wants to get a great grasp on what is needed and get an action plan.

He does not know everything we need right now and long term.

Council Member Alicia Johnson confirmed that six months would be plenty of time.

Mr. Brown offered to come to the next Council Meeting and find out what the Council wants.

Mr. Brown \$7500 is a flat fee for his services. He only asks for out of town meetings.

Leslie Howington advised that we have travel budget.

Council Member Alicia Johnson reminded that we will revisit it in six months. Asked if it was time for a motion.

Mayor Gomez stated first he will tell us what we need, then Matt Dannheisser will review the contract.

Council President Dynette Lewis suggested selecting Mr. Brown.

Mayor Gomez' recommendation was to negotiate a contract with Mr. Brown and Matt Dannheisser.

Shelisa suggested ** get from recording.

Leslie Howington shared Vernon Prather's contract was only for his pay.

Council Member Shelisa McCall Abraham stated the Council would work on the Scope of Work.

Council President Dynette Lewis requested a motion to have Mr. Gomez go into negotiation with Mr. Brown and Local Governmental Consulting Group, LLC and Attorney Matt Dannheisser with the agreement of the budgeted amount of \$52,000

Council Member Henry Cunningham made the motion

Council Member Sandra McMurray Jackson seconded the motion.

Joe Thomas from Tri City Ledger shared I don't live here but I think you made the right decision.

The Council thanked Mr. Thomas

Council President Dynette Lewis requested a motion to adjourn the meeting.

Council Member Sandra McMurray Jackson made the motion.

Council Member Henry Cunningham seconded the motion.

The Special Meeting adjourned at 6:26 p.m.

Respectfully submitted,

**Council Meeting Minutes
Town Hall
January 16, 2024
7:00 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the meeting at 7:00 p.m.

1. Open Meeting with Prayer

Council President Dynette Lewis led the meeting in prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Dynette Lewis, Sandra McMurray Jackson, Shelisa McCall Abraham, Henry Cunningham, and Alicia Johnson. Also present at the table was Mayor Luis Gomez Jr.

Present via Conference Call were Dale Long, Robin Phillips, and Dr. Jessica Griffen

4. Public Forum

Robin Phillips shared that she has not been paid. It is beyond the Town's control that we have not received the funds from the State. since the \$202,708.34 for Talcon is anxiously awaiting payment. It will be at least two more weeks before it returns.

Howard Brown Interim Town Manager stated we want to work with you and asked the Council to authorize Mayor Gomez and him to examine this matter and move forward in paying it.

Council President Dynette Lewis requested a motion to that effect

Council Member Sandra McMurray Jackson made the motion

Council Member Henry Cunningham seconded the motion.

Leslie Howington confirmed to pay it after review.

The motion passed unanimously.

Alejandro reached out for TCCC. Working to sustain the choir program that they have in Century serving kids in grades 1-6. They performed at the Christmas Tree Lighting. The Town has been generous to help through sponsorships and donations. Century has donated in the past and been featured in the program. They would like to continue the relationship.

Council discussed balance in the contributions fund. Leslie will get that. Alejandro

Most of the donations go toward tuition so the program becomes affordable. New classes start February 1st. They are working toward their Spring concert.

Council President Dynette Lewis: "We definitely appreciate the choir in Century."

Council Member Shelisa McCall Abraham asked if they accept personal donations. They do. She provided her email address. Shelisa.Abraham@gmail.com

Leslie Howington get balance and add to Agenda

No further public forum

5. Ministerial Acts

a. List of Minutes for January 16, 2024

- 1) 01/17/2023 Council Meeting
- 2) 02/21/2023 Council Meeting
- 3) 04/11/2023 Charter Review Minutes
- 4) 01/02/2024 Bill List
- 5) 01/02/2024 Council Meeting

b. Approval of Bill List for January 16, 2024

Council President Lewis requested a motion to approve the list of minutes.

Council Member Sandra McMurray Jackson made the motion.

Council Member Alicia Johnson seconded the motion.

No questions. The motion passed unanimously.

Council President Lewis requested a motion to approve the January 16, 2024 Bill List

Council Member Sandra McMurray Jackson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

6. Dr. Jessica Griffen The Urban Development Group Loan Repayment

Dr. Griffin on the call to discuss her letter for the requested extension. The UDC originally borrowed \$61,925 from the Town of Century and Paid \$20,000 in November leaving a balance of 41,925 and requested an extension to March 31st when they should receive their payments for work performed.

Council President Dynette Lewis confirmed the entirety of the payment of \$41,925 by March 31, 2024.

Council President Dynette Lewis: "We want to say thank you for all the work she put into our kids.

Dr. Griffin announced that due to low participation, Children's Trust chose not to fund CenturyFirst. Marcus McBride with Workforce is working to continue a vibrant program in Town of Century. Dr. Griffen thanked the Town of Century for allowing them to work with the students of Century. We are hopeful that the children will see the benefit of participation.

Council President Dynette Lewis read Recommended Action in the amount of \$41,925 by March 31, 2024.

Council Member Sandra McMurray Jackson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

7. Mayor Gomez Gas Quest Agreement

Mayor Gomez read from the Agenda Summary Sheet.

After clarifying discussion Council Member Alicia Johnson made a motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

8. Mayor Gomez Waiver for Carver Community Center

Mayor Gomez read from Agenda Summary Sheet and Recommended Action. He recommended that everyone who enters the building signs a waiver.

Marilyn Robinson stated she was the one who requested access to the building, not a lot of people. She is willing to sign a waiver to move their stuff and she wants access to the building before members of the community have property there. Other than Mrs. Washington. Everything else belongs to Dr. Robinson and her church.

Council Member Alicia Johnson's concern is that people show up, sign the waiver and go in and take what they want.

Council Member Sandra McMurray Jackson suggested that signing of the waiver needs to be done in Town Hall.

Council Member Sandra McMurray Jackson stated that Dr. Robinson will know.

Council Member Alicia Johnson: "That is my concern, how will the Town know who should be there and what they should take?"

Council Member Sandra McMurray Jackson: "She can go with her four helpers."

Council Member Dynette Lewis asked if she could make a list.

Dr. Robinson said she has pictures and can make a list when she arrives.

Mayor Gomez asked if the Council wants one of our men to work 8 hours a day until it is cleaned out. "We need an ending or beginning time for the removal so that we it is demolished no one can say that the Town demolished the building with their belongings in there."

Council Member Alicia Johnson "How long?"

Dr. Robinson: "I do not know how long it will take but will work expeditiously."

Council Member Alicia Johnson asked Dr. Robinson if she would monitor who goes in and if she sees someone going in who has not signed a waiver, to please let the Town know.

Interim Town Manager Howard Brown suggested the Council set a number of days.

Council Member Alicia Johnson asked Dr. Robinson if 30 days is enough.

She does not know, but if it takes longer than 30 days, she will come back and ask. Rain may prevent working.

Council Member Shelisa McCall Abraham suggested advertising that it will be open for 45 days. "Come sign a waiver and collect your items."

Council President Lewis liked that because we do not know who has what.

Dr. Robinson stated that only Mrs. Washington has items there and Dr. Robinson knows what they are and will take those items to her.

Council President Lewis reminded Dr. Robinson that all the public will be able to go in there at the same time.

Any and all must sign the waiver.

Dr. Robinson said it will be a can of worms.

Council President Lewis requested a motion to adopt and utilize the waiver and notify the public it will be open for 45 days.

Council Member Abraham made the motion

Council Member Henry Cunningham seconded the motion.

No questions.

The motion passed unanimously.

Decide on 45 days to have the Carver Community Center open with a start date and an end date.

45 days beginning Feb 1, 2024.

We will just open the building for 45 days. No keys passed out.

Council Member Sandra McMurray Jackson: "Dr. Robinson knows what is hers. Unlocked anyone can go in there and take what they want."

Council Member Alicia Johnson: "We won't know if they have signed the waiver."

Council Member Sandra McMurray Jackson: "As long as the Town is covered, let Miss Marilyn go in and get her stuff out of the building."

Council President Dynette Lewis: "We need to have a time frame."

Council Member Sandra McMurray Jackson: "We give her 60 days. What she doesn't get out, that's on her."

Council Member Cunningham: "Is there a demolition day?"

Council Member Johnson "Since she has been there so long, we should give her a key and anyone else who comes in to sign a waiver, we'll give them her phone number to schedule a time."

45 days beginning February 1 – March 15

Waiver signed by all who enter

1 key signed out to Marilyn Robinson

Anyone else who wants to enter needs to be put in touch with Mrs. Robinson

Council Member Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

9. Council Member Shelisa McCall Policies and Procedures

Council Member Abraham this is a starting point to create Town policies and procedures.

Policy is set.

Procedure is how it is implemented.

Council Member Johnson asked if alcohol is the only exception to the credit card. "Maybe list what can be purchased."

Council Member Abraham will make that change.

Food

Gas for Town vehicles

Transportation

Council President Dynette Lewis asked if we are looking to implement this policy. "This looks like a good policy; however, it is not tailored to the Town of Century. You did a good job writing this policy; however, the Council may wish to have a Workshop to discuss together, using this as a template. Take out some things. Put in some things."

Mayor Gomez asked Council Member Abraham where she got it.

Council Member Abraham stated she crafted it from her knowledge. Is not allowed in her contract to not take work product.

Mayor Gomez reminded the Council that: "We need to have several policies in place that we need. We have many more important matters to attend to in the Town", and asked the Council to be patience on this topic. Also, contact other municipalities to see what they have in place.

Council President Lewis: "Some items contradict our charter. Maybe we could prioritize the charter."

Council Member Johnson: "Then get a list of all the policies needed."

Mayor Gomez: "Even if we approved this tonight, we would still have to bring to the Council for approval. There are things that we cannot do because of this charter."

We need to complete the charter, get it on the Agenda and then sell it to the community.

WHAT IS THE DATE FOR THE CHARTER TO GET ON AGENDA.

Interim Town Manager Mr. Brown: "We need an inclement weather policy."

Give all policies or policy ideas to the Clerk and we can discuss it on February 13th.

Donations and sponsorship policies

Council policies

Credit Card Policy vs Purchase Card

Council set an Agenda for Tuesday, February 13th at 6pm.

Council Member Abraham: "As a former member of the Charter Review Committee it is extremely frustrating that the Council didn't get it done in the two years. Now it is urgent, but we had two years to do it."

Council Member Johnson: "We weren't here."

Council Member Abraham: "We have never had policies and procedures. Every time someone brings something to the table it is not liked."

Council Member Sandra McMurray Jackson: "We are blessed to have someone knowledgeable who can help us."

Council Member Johnson noted that the urgency is to get it on the ballot.

January 30th is Audit Selection Meeting

Conversation on the pros and cons on holding workshops versus minutes. Consensus was to hold special meetings in case there is something decided that can be voted on.

Council President Lewis requested a motion to approve the setting of Feb 13th 6pm Special Meeting on Council Policies

Council Member Cunningham made the motion.

Council Member Sandra McMurray Jackson seconded the motion

No questions. The motion passed unanimously.

10. Howard Brown Action Plan Update

GET MR. BROWN AND COUNCIL THE MUTUAL AID AGREEMENTS ***

11. Staff Report

Nothing for Staff Report.

12. Mayor's Report

Republic will have a late start due to weather.

Volunteer positions at EOC on W Street where we have our own personal space. We need Council Members to be prepared to go there. Advanced training is required.

Thanked the council for the urgency. We are in an urgent situation and it will take the sacrifice of time. You're dedication is not going unnoticed.

Matt Gaetz email for well to be up. Mg will keep the Council up to date.

13. Council Comments

Aj nothing

Sm every Thursday a white house recap call. Let *** know what is happening in Century. There is an EV grant that we would qualify for. There is a notification to EV drivers where the charging stations are. People will stay.

Website needs updating.

Chamber members are listed who are dead.

Council Member Dynette Lewis make it a priority to get it right.***

Council Member Sandra McMurray Jackson nothing.

14. Public Forum

Kevin Merchant: "City of Brewton was closed today and maybe tomorrow, so we will not run the limb route until they open."

Mayor Gomez: "Republic will get a late start."

Impact meeting because of the citizen who came with no water and no notice. The citizens were not updated.

Mayor Gomez pointed out updated grant list.

Mayor Gomez: "Email from Robin Phillips for Carver Community Center is blank because Dale Long did not have all the information. I will contact Townes+ and get information needed."

15. Adjourn

With nothing further to discuss Council President Lewis requested a motion to adjourn the meeting.

Council Member Jackson made the motion.

Council Member Johnson seconded the motion.

No questions. The motion passed unanimously.

Respectfully submitted,

**Bill List Review Minutes
Town Hall
April 02, 2024
6:45 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor

Bill List Review Minutes

April 2, 2024

Page 2 of 2

Council President Dynette Lewis called the Bill List to order at 6:45 p.m. and opened the floor to questions.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

2. Bill List Review

Formatted: Font: (Default) Arial, Bold

Council Member Sandra McMurray Jackson requested to check fields supplies street close to budget .

Balance on Unit 3 Gas costs for FPL. Is that the Natura Gas Office? Why is it so high? It is over budget.

3. Adjournment

**Council Meeting Minutes
Town Hall
April 02, 2024
7:00 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor

Council President Luis Dynette Lewis confirmed the advertisement of the Bill List Review and Council Meeting, and at 7:00 p.m. called the meeting to order.

1. Open Meeting with Prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

4. Public Forum

Helen Mincy, 111 Mincy Court asked Mayor Gomez if there is a problem for him to converse with the County about spraying up here for mosquitos.

Mayor Gomez stated he would line it up as soon as possible.

Anthony Robinson, Century Basketball Association

Requested donation from Town for uniforms and insurance league fees.

Last year there were 7 teams in the league, 5 boys and 2 girls. Won 4 championships in the league.

\$700 per player not including league fees and insurance.

As a league they do not have a home court. They play in Jay and Chumuckla for home games and they do not get concessions. Donations are their only source of fundings.

Sports Connect was paid last year for \$500. This year it is \$500 again.

Council Member Alicia Johnson: "Why we do not have a facility for basketball."

Mr. Robinson requested an update on the shelter at the gym.

Mayor Gomez: "We are in limbo awaiting survey and PSC to donate the property to the Town. It has not been turned over to the Town."

Mr. Robinson: "We have the FFBC gym three days a week at 6:00 p.m."

Mayor Gomez: "It could be up to five years before the shelter is available."

Mayor Gomez commended Mr. Robinson for coming to the Town early.

Mayor Gomez; "Everyone came at the last minute last fiscal year. We have a list of people that the Town helps each year."

Mayor Gomez would like for the different sports to come together and ask for one amount and divvy up the money.

Council President Dynette Lewis understands what Mayor is saying yet acknowledged that the sports groups are their own entity.

Sports Connect can be used by any of the leagues. We will renew it in October or November. All sports can join, but some have their own webmaster.

Council Member Johnson suggested the Town have a calendar of when to receive applications for donations.

Council President Dynette Lewis noted that they got the Sports Connect last fall so we can budget for it next year.

Sparkie Harrison, Pensacola State College

Ms. Harrison provided handouts to the Council, copy attached to the Minutes.

Post Card showing their location. It will be mailed.

Flower seeds were presented because PSC wants Century to help them grow.

Classes need 10 to hold.

Four classes receive a certificate. Classes build on each other.

Take two classes towards an Associate's Degree and you qualify for Pell Grant.

A 74-year-old lady just got her GED. She has now signed up for a business degree.

Council Member Shelisa McCall Abraham: "What about high schoolers visiting the campus?"

Ms. Harrison advised other campuses would have to attend.

Council Member Johnson: "We need more recognition."

Ms. Harrison agreed and shared great news about the gardening taking place on campus. PSC just finished their Resource Library which covers all ages and is available to the public.

Ms. Harrison advised that the gate into the parking lot has been removed. The gate at the entrance is not closed. We want people to come and pick from the gardens.

Council President Dynette Lewis asked if Ms. Harrison goes into the community.

Ms. Harrison responded yes. She goes through the neighborhoods and events such as Sawmill Day. She has attended job fairs. She sets up information tables.

Council President Dynette Lewis asked if she has initiated events and suggested setting up in the apartment complexes and meet people where there are.

Ms. Harrison liked the idea and will continue to get out in the community.

Ms. Harrison stated Trunk or Treat was held there and brought people to the campus.

Anthony Robinson asked about targeting Northview High School.

Ms. Harrison replied that she has a liaison who attends college days at many high schools.

5. Ministerial Acts

a. Approval of Minutes -- September 19, 2023 Council Meeting

b. Approval of Bill List -- April 02, 2024 Bill List

Council President Lewis requested motion for Ministerial Acts approval of September 19, 2023 Council Meeting Minutes and approval of April 02, 2024 Bill List Review

Council Member Johnson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

6. Robert Hudson Financials – January and February 2024

Robert Hudson met with Mayor Gomez and Cheryl Harrison-Lee, associates with Mr. Brown, Interim Town Manager and he requested that we move this item to the April 16th meeting.

Council agreed.

Council President Dynette Lewis requested a motion to able financials to April 16, 2024

Council Member Henry Cunningham made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions.

The motion passed unanimously.

7. Leslie Howington Transfer- \$32,082 from L.O.S.T. Funds to Pay Gas Relocation Project Annual Loan Payment

Dynette Lewis requested a motion to transfer \$36,000.00 from L.O.S.T Funds to Gas Department funds as reimbursment of FY 2023-2024 payment to U.S.D.A Rural Development for the Gas Relocation Project annual payment

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion

Council Member Alicia Johnson questioned the Agenda \$32,000xxxx.

Council President Dynette Lewis requested to mend the motion to an amount not to exceed \$36,000

Council Member Alicia Johnson made the motion

Council Member Sandra McMurray Jackson seconded the motion

No further questions.

The motion passed unanimously.

8. Staff Report

Nothing for Staff Report

9. Mayor's Report

Distributed letter to Council and read it aloud.

GET LETTER

Mayor recalled that UDC had a \$61xxx loan from the Town. Has paid. Requests an extension or deny.

Council President Dynette Lewis stated \$21,925 originally due by March 31, 2024. and recommended a 60 day extension to May

Council President Dynette Lewis requested a motion to approve a 60 day extension to May 31, 2024 for the UDC to pay back the money loan from the Town of Century

Council Member Sandra McMurray Jackson made the motion

Council Member Henry Cunningham seconded the motion.

Council Member Alicia Johnson stated that the reason is continued slowed financial receivable. Does that mean they have not received their money from the Children's Trust Fund. Certain dollar amounts were anticipated each year. UDC is still waiting their money.

No further questions.

The motion passed unanimously.

FPL

Copy and Paste

Good news for NWFL customers.

CERT Trainings

Flyers on the table.

Personnel

Street Worker with CDL.

Mayor Gomez: "We hired Tyler Smith and he left. We advertised and had three applicants. One was a trucking company. I allowed Kevin merchant to choose and he chose Mr. Calloway because he can come in on day one and work every piece of equipment we have. Mr. Calloway needs to give a two-week notice. He worked with the State for several years and will present his license on the first day."

Council Member Abraham: "What else do they do beside driving?"

Mayor Gomez stated other Street Department duties. A job description needs to be approved by the Council.

Ms. Howington shared that job descriptions will be presented to the Council for approval.

Council President Dynette Lewis asked if he understands the pay.

Mayor shared that Kevin had explained to him that he may need to cut grass.

Council Member Alicia Johnson asked Mayor Gomez when the Council can see the applications.

Council President Dynette Lewis: "How do we know what job description did Kevin explain to him? Was there a checklist?"

Mayor has sat in on interviews and knows that Leslie and Kevin explain the duties during the interview process.

Council Member Alicia Johnson restated that a job description, approved by the Council, should be provided. "Street Department with CDL" is not a proper job description that can be advertised with pay.

Mayor Gomez noted that personnel is on his list tonight. "We do not have fail-safes in place. We are starting from the bottom."

Council President Dynette Lewis clarified that the Council's concern that if we do not tell employees what is expected of them, then they can claim ignorance.

Mayor Gomez stated that is on the radar to come up in the near future.

Mr. Brown came to Town and stated that the Town has bigger fish to fry.

Mayor Gomez commended the Council for moving forward on those. "Now we are focusing on personnel."

Council President Dynette Lewis wants him to have a job description before he begins work, with a sign off accepting what this position entails at this rate.

Mayor Gomez appreciates this. Mayor has sat in on the interviews and says everything he has to say; "Kevin says everything he has to say; Leslie adds what she has to say. We want him for CDL."

Interim Town Manager Cheryl Harrison-Lee will get job descriptions to the Council.

Kevin Merchant was on the phone and shared that he worked for the County. Kevin has worked with the County in the course of normal activity. Kevin explained what all that the Street Department does and they work inmates. Kevin: "He understands that his CDL is mainly for the limb route. He understands that it would mainly be for weed eating, mowing and picking up trash as well as helping other departments."

Mayor Gomez shared that he will start on April 8th.

Council Member Abraham wants him to have the job description on day 1.

Council President Dynette Lewis requested a motion to hire Freddie Calloway for Street Department with CDL at \$17 per hour.

Council Member Abraham made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Hire for Gas Department

Mayor Gomez stated that BJ Johnson rendered his notice last week. "We are in the process of working with City Services for coverage."

Mayor Gomez: "We learned that the job descriptions are lacking."

Interim Town Manager Harrison-Lee stated that we will provide job descriptions for all positions.

Harrison-Lee will bring the Gas operator job description at the next council meeting because it is time sensitive. Job description and salary range will be brought to the Council before we advertise.

Council President Dynette Lewis asked if any changes will come from City Services.

Mayor Gomez: "City Services has a contract that needs a little tweaking. Bobby Boyd stated there would be no extra costs associated with this service. We will come down and get with Gary Small and make sure he is equipped to work."

A job description and salary range will come back to the Council.

No action required on this item.

Audit update. Site visit on April 22nd with Mayor Gomez, Robert Hudson, and staff. Staff is gathering items for auditors.

Council President Dynette Lewis: "How we are getting the items to them."

Leslie Howington explained log in and upload.

Council Member Alicia Johnson: "When we anticipate the Audit to be complete?"

Mayor Gomez will keep the Council updated every step of the way.

Personnel Policy:

Mayor Gomez: "We have no personnel Policy. We have a 1993 handbook that everyone should receive a copy including the Council. We had to take action. We have an oncall policy that I would like for Council to look into as soon as possible. It is being interpreted two or three different ways."

We will add this to the Agenda on April 16th.

Call Out.
Sick Pay.
Vacation Pay
OT Pay.

We want to be great stewards of taxpayers' money.

Thanked the Council for all they have approved.

We will hear from the Charter Review.
LISTEN TO RECORDING.

Duncan, Sunstrum, Council Member Alicia Johnson and Mayor Gomez are going to DEP on April 10th to put the negative behind us. Council Member Johnson, the crew, and Kevin have been working at the WWTP every day.

Council Member Johnson stated they are doing an awesome job.

Mayor Gomez shared that we have one application.

Council Member Johnson noted he is very qualified.

Council Member Johnson stated that Ice machine didn't work.

Council Member Abraham is working on it and getting the run around. She will work with Mallory on getting the video.

Sludge Press. Great South Solutions, suggested hiring them to come on a regular basis to dispose of the sludge on a regular basis. \$5,000 for disposing 500,000 gallons of sludge

Explain what we're paying now.

Mayor Gomez added that the sludge press is part of the problem at the WWTP. "We have to haul it off in truckloads which is very expensive. Should have been in Phase I. Phase II is about two years out."

Mayor Gomez stated that Council Member Johnson found a company that will outsource and compare ½ million \$ for sludge press or \$5,000 every couple of months.

Council Member Johnson stated it is imperative to remove solids from the plant so we have the effluent XXXX

\$5,000 for 500,000 pounds? If we get on a recurring schedule, it could be less.

Council President Dynette Lewis asked for hard numbers before approving.

Mayor recommends this. "No one else offers this. Hauling it wet is much more expensive. Greensouth Solutions hauls it wet or could do this."

Council President Dynette Lewis reiterated that she would like to see hard core numbers in order to know what the 'not to exceed' amount would be. "Can we revisit it?"

Council Member Johnson does not think it is wise. The drying beds are full.

That cost would depend on how much we need. It may be \$5,000 every two months, but it could be 95 excess sludge.

Anthony Robinson asked about a request for bids.

Council Member Johnson stated that it is hard to get quotes because there are very few companies that do it.

Interim Town Manager Harrison-Lee suggested.

1. Get started this month while working out the cost.
2. once a month would be \$30,000 year "not to exceed"
3. Or get started and work out an agreement.

Council Member Johnson requested a motion to approve an amount not to exceed \$5,000

Council Member Abraham made the motion.

Council Member Henry Cunningham seconded the motion

No questions.

The motion passed unanimously.

10. Council Comments

Council Member Johnson inquired about the procurement process "When can we expect to see that."

Interim Town Manager Harrison-Lee: "The vendor has received the language and are modifying it. Hopefully a concensus will be reached by next week."

Council Member Abraham Chamber Eggs at the Park. "1300 hunderd eggs. 75 kids started hunting at 2:00 p.m. and the field was cleared. The kids who came later got snacks."

Thanked Mayor for the bounce house.

Sponsors for next year have volunteered. More games, a new food truck and 2000 eggs.

Council Member Abraham look into Florida ethics league case #

No conflict of interest for Ms. Johnson to be paid for her services.

Mayor Gomez requested elaboration on the sediment pond.

Council Member Johnson "We have not received a price, but DEP found excess vegetation in the pond and want it cleared out. We will get quotes to treat the pond. Duck Weed, a green leaf that grows over the entire pond. This is a reject pond. The quality of the well water does not meet DEP standards until it does."

Mayor Gomez stated around \$200 but in case it is over, he wants council to know.
Recurring visit

11. Public Forum

Nothing for Public Forum

12. Adjourn

With no further business to discuss Council President Dynette Lewis requested a motion to adjourn the Council Meeting.

Council Member Johnson made the motion.

Council Member Abraham seconded the motion.

No questions.

The motion passed unanimously.

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

**Bill List Review Minutes
Town Hall
April 16, 2024
6:45 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez Jr., Interim Mayor**

Council President Dynette Lewis confirmed the advertisement of the Bill List Review and opened the meeting at 6:45 p.m.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

2. Bill List Review

Council Member Sandra McMurray-Jackson: "Page 1 Gas Funds are over budget and General Funds are over budget due to field supplies. We are over on quite a few things. Florida Gas Utilities is over budget."

Kristina Wood: "FGU was the only thing budgeted and City Services was not."

Council Member Alicia Johnson: "Not a lift station should be under water."

Mrs. Woods: "Okay I will adjust it. The field supplies part is they had to put lights up at the habitat building or one of the parks had a lighting issue."

Dynette Lewis: "What is the lift station pump maintenance?"

Council Member Johnson: "We've been having problems with our lift stations."

Council Member Jackson: "Water is way over budget too."

Mayor Gomez: "Page 2 Central Water Works, will we recuperate anything?"

Council Member Johnson: "No, we will not. We're providing most of the water from the two pumps in town. I'm trying to figure out what's going on. We got an invoice

from Layne saying the took our booster pump repaired it then put it back but there's not one there so that can't be."

Council President Lewis: "You said you got that invoice?"

Council Member Johnson: "Yes, it's dated pretty recently within the last few months. There's definitely not one there though."

Council President Johnson: "Where were they saying it was?"

Council Member Johnson: "Where the bypass pump is now."

Council President Lewis: "What is this about, I see an invoice but I don't see the audit. In the general funds. Is Kristina still on?"

Mrs. Wood: "What's the question?"

Council President Lewis: "I see an amount for an audit for \$7,500 but I don't see it on the bills list."

Mrs. Wood: "I believe it's for the new auditors."

Interim Town Manager Cheryl Harrison-Lee: "Is that retainer they asked for in the contract?"

Mrs. Wood: "Yes ma'am."

3. Adjournment

With nothing further to discuss Councilin President Dynette Lewis closed the Bill List Review at 6:57 p.m.

**Council Meeting Minutes
Town Hall
April 16, 2024
7:00 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez Jr., Interim Mayor**

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the meeting at 7:00 p.m.

1. Open Meeting with Prayer

Council Member Henry Cunningham led the meeting in prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

4. Public Forum

Nothing for Public Forum

5. Ministerial Acts

• Approval of April 16, 2024 Bill List

Council President Dynette Lewis requested a motion to approve April 16, 2024 Bill List Review

Council Member Shelisa McCall Abraham motioned

Council Member Alicia Johnson seconded the motion

No questions.

The motion passed unanimously.

6. Robert Hudson - Financial Statements

Robert Hudson: "First of all some items on the bill list were over budget. We're still half way through the year. Sometime before the end of the year we'll call on council to designate

April 16, 2024

Page 3 of 22

how much money I need based on the budget to put back. So, with all that said are there any questions concerning the financial statements?"

With no questions Mr. Hudson continued: "General funds first page in the middle of the page. We budgeted \$375,000 and have spent \$317,000. We're a little short on that. Gulf power doesn't give us anything in January or February. They pay us on a quarterly basis. Page 4 you'll see from October-February our total expense that was budgeted were under budget over all on the expense side of it. Special revenue. That's our L.O.S.T. funds. We use that money sometimes to purchase equipment. We've taken in \$112,000. We've extended \$8,000 of ARPA money. Water sewer funds revenues from the last 5 months show were a little under budget. We did budget the operating transfer into the special revenue. That's money coming in from ARPA. At the end of year our revenues will be more. Total expense Central Water Works is why we are over budget as far as water and sewer goes. Gas fund \$70,000 over budget. Should be reserve money left. Garbage fund always does well. We can't start too early on budgeting for next year. I think this year we should get started earlier and really have conversations with all the department heads so we can really get a good handle on the budget and budget for what is needed. If we're able to put a reserve in then that's going to give us some freedom and leeway to be able to handle whatever may pop up during the year that's unexpected. We've always went from the top down. This year I'd like to go from the bottom up. Start with what the bottom line should be and what we can put in reserves. It's going to show up a couple of things we can do to generate revenue. Revenue ensures we have the money to cover unexpected things that may come up and we'll already have it in the budgeted. Any questions?"

Mayor Gomez: "We had a snag in our last conversation about how they came up with those numbers. Any idea on how?"

Mr. Hudson: "I've looked at invoices, I've questioned, and I've called and as far as I'm concerned what I know is I don't know how they came up with it but the numbers are wrong."

Mr. Hudson: "Two things that have helped with the gas funds are having a fully executed contract and the new meters we had installed. At one time we were getting a certain quantity from BP maybe 30% less of what we were getting charged for. Since the new meters that's been fixed."

Mayor Gomez: "You may not be able to answer this question but what percent of the new meters have been installed?"

Mr. Hudson: "Should be 100%."

Mayor Gomez: "I'll get the answer somehow we need to figure out how many more need to be installed."

Mr. Hudson: "If they're not installed they should be laying on the ground somewhere."

Mr. Hudson: "Anymore questions I think in May we should start looking at next year's budget. Pass the budget in July. We'll talk more about putting some in a reserve. We need to have our minds set on how much we want to put in reserves. The water sewer fund is going to need more reserves cause there's more things that can go wrong."

7. Dale Long – Change Order No. 3 TOC MISC WW Phase 1

Dale Long: "We need the Mayor to sign the change order. There will be no cost for the town. You've already paid this is for Mr. Jowers to be able to begin his work."

Mayor Gomez: "There is no cost to the town. They just need me to sign the change order."

Council President Lewis requested a motion for Mayor Gomez to sign Change Order No. 3 TOC MISC WW Phase 1

Council Member Abraham motioned

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

8. Mayor Gomez – Laptop Purchase

Mayor Gomez: "Council as you notice we have Teams. We're going to have Teams in our meetings in the future. Mr. Brown requested that Leslie Howington reach out to Southern Computers and try to purchase a laptop. Request is for Ms. Howington to get a laptop to serve multiple purposes. These are the options and it supposed to come out of ARPA. Depending on who's going to be using it. Mr. Brown can you elaborate a little more?"

Mr. Brown: "So, there is no laptop. We need a laptop there that has the capability to communicate that's the reason why this purchase is necessary."

Mayor Gomez: "So, this will be a one-time purchase. It will be assigned to the Clerk's office for Teams and Zoom. I don't know which one Ms. Howington would prefer. The recommendation is to select. This is a one-time purchase from ARPA funds."

Council President Lewis: "What's the difference between the two?"

April 16, 2024

Page 5 of 22

Mallory Walker: "The second one has higher resolution and quicker download times."

Council Member Abraham: "I did research on both of them and in my opinion the first one will be fine unless we are taking it off site but the first one will serve our purpose just fine."

Council President Lewis: "The accessories are for either of them?"

Ms. Walker: "Yes."

Council President Lewis: "Cause of the fact you just said it will assigned to the Clerk's office and won't be taken off site."

Mayor Gomez: "I'm saying it'll be for the office and not a personal laptop."

Council President Lewis: "What is the percentage of maybe having to take it off-site?"

Mayor Gomez: "I do not know. Ms. Howington would work from home sometimes."

Council President Lewis: "We want that capability but why wouldn't the first one have that? I just need something to support spending a \$1,000 more."

Council Member Abraham: "They have the same graphics they both have touch screen."

Council Member Johnson: "So, they're very similar?"

Council Member Abraham: "Yes."

Council President Lewis requested a motion to purchase the Dell Latitude 5540 from ARPA Funds

Council Member Johnson motioned

Council Member Abraham seconded the motion.

No questions.

The motion passed unanimously

Council Member Abraham: "Are there any policies regarding laptops or any security policies."

Ms. Walker: "Not to my knowledge."

9. Howard Brown - Discussion of the Southern Computer Contract and Authorization to renegotiate with Southern Computers or solicit proposals for IT services

Mr. Brown: "Good evening, Madam President and Town Council. The town currently has a contract with Southern Computers. This will allow Mayor to renegotiate with Southern Computers or solicit other IT services. Our issue is we don't know what Southern Computers offers as far as security services. We would like for the Mayor to be able to renegotiate this contract or solicit other proposals. That's all I have. Any questions?"

Council President Lewis: "Just to clarify you did say to renegotiate with Southern Computers or solicit other proposals?"

Mr. Brown: "Yes."

Council Member Abraham: "Has the current contract ever been reviewed by our attorney?"

Mr. Brown: "I don't think so but any contract like this should be looked at by our attorney. We'll make sure that happens in the future."

Council President Lewis: "So, do we need to renegotiate prior to that to the attorney reviewing it?"

Mr. Brown: "If we were authorized to renegotiate the contract then the attorney would be involved."

Council President Lewis: "Do we already have any other computer services in mind?"

Mr. Brown: "Well, we just brought in the procurement service and they hit the ground running so this is something they could handle."

Council President Lewis: "Okay."

Council Member Abraham: "How much time do we have to renegotiate with Southern Computers?"

Mr. Brown: "2025 but we have to give them 6 months notice."

Council President Lewis: "Any questions?"

No questions

Council President Lewis request motion to authorize Mayor Gomez to renegotiate contract with Southern Computers.

Council Member Henry Cunningham motioned

Council Member Abraham seconded the motion

No questions. The motion passed unanimously

10. Howard Brown - Authorization to allow the Mayor to negotiate a contract with City Services for a one-year period. (This item will be brought back to the Town Council for final approval)

Mayor Gomez: "I'm going to try to explain this in a way everyone understands what the issue is. Back in October we had issues in the gas department where we weren't compliant and our staff could not handle the tasks. So, we reached out to City services to get ourselves in compliance. Council approved it and City Services did a great job but after the compliance they were still doing work. When I asked for the contract I got a copy of the old one so basically right now we don't have a contract with City Services and we need to consider doing a new contract. If there are no objections, I think we can move forward with City Services."

Council President Lewis: "How long, one year?"

Mayor Gomez: "We'll start fresh. We'll get a new contract and get Matt Danhiesser to review it and return it to council when we decide but we need a new contract."

Council President Lewis: "Any questions?"

Council Member Abraham: "Are we going to renegotiate the contract?"

Mayor Gomez: "We do not currently have a contract with them."

Council Member Johnson: "So, you need a motion to allow you to negotiate a contract with City Services?"

Mayor Gomez: "Correct."

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate a contract with City Services for a one year period.

Council Member Abraham motioned

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously.

11. Howard Brown Authorization - to allow Mayor Gomez to retain the services of Ms. Elizabeth Joy to provide interim town clerk services for a period not to exceed six (6) months

Interim Town Manager Cheryl Harrison-Lee: "We are asking for authorization for Mayor Gomez to retain the services of an interim town clerk for a period not to exceed six months. Retired town clerks. Authorization to reach out to Florida League of Cities for assistance."

Council President Lewis: "Does anyone have any questions?"

Citizen Emma Fletcher: "I have a question, is Leslie no longer the town clerk?"

Mayor Gomez: "Yes Ms. Howington is still the town clerk. She's out for a couple of weeks. There's a lot of work and its getting overwhelming so we're calling in a temp to asses and see how we can keep things moving and help get caught up. That's why I reached out to get a certified and qualified person to help get us out of this mess."

Council President Lewis: "We're not needing a town clerk we're just need assistance?"

Mayor Gomez: "Ms. Howington is out so, we need help ASAP. I'm not at liberty to discuss why Ms. Howington isn't here but we need help whether she's here tomorrow or not."

Council President Lewis: "Is this in our budget and how are we paying for it?"

Mayor Gomez: "ARPA but it would also be a contract. We can do it for 2 days a week or one day a week whatever we may need."

Mr. Brown: "Can I say something?"

Council President Lewis: "Yes."

Mr. Brown: "Several months ago the town purchased this software called CivicPlus. CivicPlus is an agenda software that should already be in place. We need a clerk who's already familiar with the software."

Council President Lewis requested a motion to authorize Mayor Gomez to retain temp services for interim town clerk services not to exceed 6 months.

Council Member Johnson motioned.

Council Member Jackson seconded the motion.

Council Member Abraham: "I don't think this should be as a contract for an interim town clerk you can go through Florida League of Cities and get a temp."

Interim Town Manager Harrison-Lee: "This is going to be someone who is already certified and maybe they are retired. This is not going through a temp services but someone who is trained in municipal services such as a retired town clerk."

Council Member Abraham: Then I vote yes.

No further questions. The motion passed unanimously.

12. Howard Brown - Allow Mayor to negotiate and execute agreement with Pensacola Energy Services to assist with backfilling the recently vacated position of Gas Superintendent

Mr. Brown: "So, this is to authorize the mayor to negotiate and hopefully make an agreement with Pensacola Energy to help backfilling the recently vacated position of the Gas Superintendent. On a short basis while we look for a new Gas Super, so this gives mayor authority to talk with Pensacola Energy."

Council President Lewis: "Any questions?"

Council Member Johnson: "Would they be providing a person to fill this position until we were able to hire someone for the position?"

Mayor Gomez: "It's sort of like getting enough help just in case. There are more choices on the agenda. It's going to be up to the council. This is just to explore and maybe make an agreement with Pensacola Energy."

Council Member Johnson: "So, we wouldn't actually enter a contract?"

Mr. Brown: "No, it's just an option if we can get an agreement with the Town of Jay or City Services we may not need this but this is just for another option."

Council President Lewis: "So, why is it two separate items instead of one?"

Mr. Brown: "Town of Jay is not for gas. This item is to authorize an agreement with Pensacola Energy services."

Council President Lewis: "Both of those items say the same thing. Item 11 and 12. (Agenda was amended on Friday. Items being discussed were 12 and 13)"

Mayor Gomez: "This is just to explore services with Pensacola Energy. Do you want to move passed this and go to item 13 because I can explain item 12. Monday I found out we had talked to Jay and it was brought to my attention we had an Interlocal Agreement (ILA) 2-3 years ago and it was never executed. Jay revised the ILA that was from 3 years ago and it's not just for gas. We have an agreement that we can use their equipment if needed and they can use ours or if we need a guy they send one over and vice versa our gas man is going on vacation next week and the superintendent resigned 2 weeks ago. So, Jay is going fill that position for us this ILA should have already been in place 3 years ago. They had their meeting last night and approved it. I'm trying to clear it up cause it's not the same as Pensacola Energy they will back fill and help us out."

Council Member Johnson: "City Services can provide the same thing so we could just use them?"

Mayor Gomez: "City Services knows the town better. There's a compliance problem that we're going to have to fix this year either City Services can do it or Pensacola Energy. FGU wasn't doing it anyway."

Council President Lewis: "I want to make sure were sticking to the issue. So, we have 3 separate options Pensacola Energy Services, City Services, and Town of Jay?"

Mayor Gomez: "City Services is working without a contract we need to get that fixed first."

Council Member Johnson: "There's no cost associated with the Town of Jay?"

Council Member Abraham: "Contract says no."

Council President Lewis: "So, you're basically just wanting options."

Council Member Johnson: "Say we need something major and Town of Jay doesn't have it but Pensacola Energy does. It would be nice to have that option."

Council President Lewis: "Back to item 11. I think we lost our motion."

Council Member Johnson: "Will there be monthly service fee?"

Mayor Gomez: "Whatever is decided it will come back to council first."

Mr. Brown: "It's on the agenda because we need a plan of action if were in this situation again."

Council Member Johnson: "It's not clear, will there be a recurring fee or not?"

Council President Lewis: "Pensacola Energy only provides gas correct?"

Mr. Brown: "Pensacola Energy doesn't own anything in Century."

Mayor Gomez: "Question Mr. Brown, are we 100% with new gas meters?"

Mr. Brown: "No, there's still about 2/3 of those meters that need to be replaced."

Council President Lewis: "Any questions?"

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate an agreement with Pensacola Energy.

Motion died on the table.

13. Howard Brown - Allow Mayor to explore the opportunity with the Town of Jay to negotiate an Intergovernmental Agreement to provide emergency services for the recently vacated Gas Superintendent position at The Town of Century. (This item will have to be ratified by the Town Council.)

Mr. Brown: "We request you allow the mayor to negotiate an ILA with the Town of Jay."

Mrs. Harrison-Lee: "This will allow the town to borrow equipment and the town does not pay compensation for those items we don't charge you, you don't charge us."

Mayor Gomez: "We didn't have time to include the new contract. They sent us over it was drafted last night."

Council President Lewis requested a motion to authorize Mayor Gomez to entered into an ILA with the Town of Jay.

Council Member Abraham motioned.

Council Member Cunningham seconded the motion.

No questions. The motion passed unanimously.

14. Mayor Gomez - Camp Fire Emergency Agreement

Mayor Gomez: "This is requirement from Camp Fire and it is renewed every year. The recommendation is to renew."

Council Member Abraham: "We provide shelter from storms."

Council President Lewis requested a motion to renew Emergency Agreement with Camp Fire.

Council Member Abraham motioned

Council Member Alicia Johnson seconded the motion

No questions. The motion passed unanimously.

15. Mayor Gomez - Policies (comp time, sick leave, on call, vacation, utility bill)

Mayor Gomez: "Okay, this is touchy situation. The policies I put on the agenda are comp time, sick leave, vacation time, on call time, and utility bills. There is a 1993 handbook that shows all the policies. Somewhere in the process things have been misinterpreted. The policy in the handbook states there is 2 hour call out Monday thru Friday."

Council Member Johnson: "If they have an emergency and have to go out even if it's for 15 minutes they get paid for 2 hours if they employee is on call."

Council President Lewis: "That's in the policy? Council Member Johnson: I don't know."

Council President Lewis: "I don't see anything."

Council Member Johnson: "That's how it's traditionally done."

Mayor Gomez: "Throughout the years employees have received two hours if they are on call Monday thru Friday."

Council President Lewis: "Two hours for what?"

Mayor Gomez: "If you're on-call you get 10 hours Monday-Friday."

Council President Lewis: "What are the two hours for? Just being on-call?"

Mayor Gomez: "Yes, just being on call. Saturday and Sunday if you're still on-call you get 4 hours but if you're never called out you'll still receive 18 hours. If you're called out for 5 minutes you're still going to get 2 hours but some people are claiming two hour of OT and two hours of straight pay. If you're on sick leave can you be on call?"

Council all agreed no.

Mayor Gomez: "Basically that's where we're at but I want us to abide what's in the handbook. We need a written policy that is approved by council."

Council Member Johnson: "Do we have a policy to look at? Can we do that tonight?"

Council President Lewis: "It's hard to look at a policy that we don't have. Where are we coming from with this?"

Council Member Abraham: "We can't make a change to something that we don't have. On-call and comp time are all very normal but we need something to look at."

Council President Lewis: "With on-call there are several guidelines we need to be looking at. Call Out time means you're on call. It means I call you in for 5 minutes you the two hours but if you're on call and not doing anything then you can just decide to lay out on the beach and get paid for it."

Council Member Johnson: "But you can't because you have to respond within 45 minutes so there's limits on what you can and can't do."

Council President Lewis: "But not for everyone there's not."

Council Member Johnson: "I understand that but that is the purpose of the on call."

Council President Lewis: "It's not quoted in the policy at all so I can't say someone is doing something incorrectly cause I don't know where this policy is coming from. I need to know where its coming from."

Mayor Gomez: "Let me ask you all a question one at a time. Can you be on call when you're sick?"

All council members said no.

Council President Lewis: "We can't go on opinion."

Council Member Abraham: "No you can't be sick and on call."

Mayor Gomez: "Can a person be on call during vacation?"

All council member said no.

Mayor Gomez: "Let's get back to if you're on call and its Monday and its after hours. If I work 30 minutes how much am I charging?"

All council members said 2 hours.

Council President Lewis: "Different places do over time differently."

Mayor Gomez: "Are you going to get 2 straight hours and then two more cause you're on-call but there's nothing supporting what I'm saying. If you worked 60 hours you're going to have 18 on call hours added but one department gets 26."

Council Member Johnson: "Why the difference? Mayor Gomez: That's the way it's been being done."

Council Member Abraham: "We can't make decisions without a policy."

Ms. Harrison-Lee: "You need a new policy. We look at federal guidelines. My recommendation is that you ask Mr. Brown and I to bring a new policy to you to have council review. We don't have a policy saying one department gets 2 and the other gets 4."

Council President Lewis: "Something has happened somewhere and the problem is our employees have become accustomed to getting paid a certain way and now we're having to change it."

Council Member Abraham: We have to have a policy.

Ms. Harrison-Lee: "You need a policy from the council and not from staff. You have policies that are executed by people that not over the govern body members. Members being Mayor and council members. We take policy form govern body and we execute it. What you have taking place now is someone saying we get paid this and it's a liability to the town to call someone out who is on sick leave so it's problematic."

Council President Lewis: "Not only if you're on sick leave you're getting paid for sick leave and on call pay."

Ms. Harrison-Lee: "Yes, and I would never as a town manager ever call someone out who's on sick leave."

Council President Lewis: "Where are we at?"

Council Member Abraham: "Making a motion."

Ms. Harrison-Lee: "Mr. Brown and I will get it done. If you have something you want to be looked at email it to Mr. Brown."

Council President Lewis requested a motion to approve Interim Town Managers Cheryl Harrison-Lee and Howard Brown to provide a policy.

Council Member Johnson motioned.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Council President Lewis requested for no questions until public forum.

16. Mayor Gomez - Webber contract

Mayor Gomez: "This is for a contract to mow the grass and the medians between Century and Molino. Webber was doing it but now they pay us to do it. Kevin Merchant came to me and said that the town is losing money. The contract is in the packet. We have two options here: continue to cut it or to let them cut it. If Mr. Merchant decides he doesn't want the Town to continue we'll tell Webber we want to cut our own grass."

Council Member Johnson: "How are we losing money?"

Kevin Merchant: "It puts a lot of wear and tear on the mowers and the man power. It just doesn't add up. We need a counter offer that works for the town."

Council President Lewis: "Why did Webber start cutting it?"

Council Member Johnson: "They have a contract with FDOT."

Mr. Merchant: "Why can't we negotiate and be the contractor?"

Mayor Gomez: "We just hired a procurement agency. Maybe they can handle it. It's up to council to either accept it or reject it."

Council President Lewis requested a motion to table the Webber contract.

Council Member Cunningham motioned.

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously.

17. Staff Report

Nothing for Staff Report

18. Mayor's Report

Mayor Gomez: "The fireworks last year were in Flomaton. This year they will be in Century. We have \$8,000.00 for the festivities. The fireworks company has 2 days available Friday the 5th and Saturday the 6th. The showing on the 5th is \$10,000.00 and the showing on the 6th is \$15,000.00. Flomaton contributed. This year we have \$8,000.00 and Flomaton has \$5,000.00 for a total of \$13,000.00. The Flomaton clerk wants to help. Mr. Brown negotiated for us to get the \$15,000.00 show for \$13,000.00. We need to decide between the 5th and the 6th. I'm pushing for Friday the 5th because by Saturday everyone is going to be tired and wanting to head back home. If Council will give me permission to lock in Friday the 5th. We'll have enough time to reach out and add everything. The festivities will be at Showalter Park."

Council voted on Friday, July 5th. \$13,000.00 for fireworks show.

Council Member Jackson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Mayor Gomez: "Staff has started sending stuff to HCT auditors and we are working on a list they gave us. We're going to get it done on time this year."

Mayor Gomez on meeting with DEP: "We had a lot of issues and we called in U.S Water. They are working on it and doing a great job of catching up. The meeting was very strict and it doesn't feel like we're out of the woods yet. Overall it was a good meeting cause they didn't penalize us. Ms. Johnson has been working pro bona and we need to let her go back to her everyday life. We reached out to two vendors to help with day to day operations."

Council Member Johnson: "I can explain what we need. What U.S. Water and Clear Water Solutions will provide to us. It's procurement services not just the super position. It's total operations overall. I am unable to continue in that role so with council approval we're going to turn over operations until we can fill the position. It's a surprise to me we haven't had more interest in the position. It's in the towns best interest to have a contract company to keep us in compliance until we can fill the position and once we do we can release them from the contract."

Mayor Gomez: "We understand. I have this for the council."

Mayor Gomez gives packet containing information on Clear Water Solutions to the council.

Ms. Harrison-Lee: "In light of the fact that Ms. Johnson is going back to her life we need to have someone oversee operations. Clear Water Solutions can provide that. This is a critical issue because you don't want to lose the ability to operate your own plant. We're asking for authorization for mayor to start a contract with CWS".

Council Member Johnson: "This is for Water and Wastewater?"

Council Member Abraham: "It's \$240,000.00 for one year. Will we need them for a year?"

Council Member Johnson: "Hopefully not. Century gets a lot of bad press and it scares people. It's best to rebuild our operation. People need to feel comfortable taking the position. We need to make sure we're covered. It's hard to say how long it will take."

Council President Lewis: "This is monthly and not yearly?"

Council Member Johnson: "It's for a year but there's a clause saying if we hired someone then we can release the contract with a 90 day notice."

Council President Lewis: "So it's \$19,000.00 monthly and not \$240,000.00 all at one time?"

Ms. Harrison-Lee: "Yes, and it could boost your applicate pool but they may need 90 days of additional support."

Council Member Jackson: "This will cover everything?"

Ms. Harrison-Lee: "Yes."

Council President Lewis requested a motion to authorize mayor to sign a contract with Clear Water Solutions.

Council Member Johnson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

19. Council Comments

April 16, 2024

Page 19 of 22

Council Member Abraham: "FBC LEO was a very valuable experience. I met Mayors and council members from all around. I got a list of resources and a list of grants. I've been invited back and they will pay for it. Fast Fly is in May."

Council President Lewis: "Where is it?"

Council Member Abraham: "Washington, D.C."

Ms. Harrison-Lee: "Need a motion to approve to attend."

Council President Lewis: "What is the dollar amount?"

Council Member Abraham: "Registration is \$100. It's a 2-night stay and the flight. Representatives at the White House."

Council President Lewis: "Do we know the cost of last year and is it in the budget? When is it?"

Council Member Abraham: "May 22nd."

Council President Lewis: "What is the benefit to the Town?"

Council Member Abraham: "We have a voice at the table and weekly calls to the White House."

Council President Lewis: "And our voice is being heard? Council Member Abraham: Yes ma'am."

Council President Lewis: "We don't know exact dollar amount. What amount not to exceed?"

Council Member Johnson: "Probably \$800.00. Do we have that in our budget?"

Council President Lewis: "I don't think in education. Mayor Gomez: We have a separate budget for travel."

Council President Lewis requested a motion to approve the trip for Council Member Abraham's trip Washington, D.C. for Fast Fly In not to exceed over \$800.00

Council Member Johnson motioned.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Nothing further for council comments.

20. Public Forum

Mr. Merchant: "How much will the Town assist with Clear Water Solutions?"

Council Member Johnson: "To the extent that we've been doing. According to your schedule the operators will reach out to you if they need your assistance."

Mr. Merchant: "Just to be clear about the pay for the men, is on call pay no more?"

Council President Lewis: "Things will not change until something is put into place but what has been going on will change."

Mayor Gomez: "We need a change tonight. We don't have a policy saying 4 hours."

Council President Lewis: "So how do we proceed?"

Mayor Gomez: "Whatever we have to do. I would appreciate if council would rectify this situation."

Council Member Abraham: "There's no automated time clock?"

Council President Lewis: "Someone should be keeping track of their hours. The supervisor holds the responsibility."

Mayor Gomez: "If you have 20 hours of overtime someone has to authorize it. They write down what they think they should make."

Council Member Abraham: "But they don't have to turn that in? If they call out who are they calling out to?"

Mayor Gomez: "We had some issues cause one employee got paid overtime, call out, and sick pay at one time."

Council President Lewis: "That's not that persons fault."

B.J. Johnson: "I was the one on call. I was sick but I still had to answer. The Highway 4 project had to have a supervisor. I had to get out there even though I was sick."

Council President Lewis: "If you're on call and you went out to work that sick time should have stopped."

Mr. Johnson: "They are holding 240 hours of mine hostage."

April 16, 2024

Page 21 of 22

Mayor Gomez: "That is a false statement. You accrue sick time and vacation time. He was short by September of his 10 years. So he gets 2 weeks of vacation and 2 weeks of sick and it was told to me that it rolls over but I have yet to see a policy."

Mr. Johnson: "I have an email from Gomez right here where he approved it to be roll overed."

Mayor Gomez: "I have signed several things but you can have all the emails you want unless it's been approved by council it doesn't matter."

Council President Lewis: "We're not going to continue to discuss this."

Mayor Gomez: "He was over paid the first week."

Council President Lewis: "We're done with this discussion."

Gary Bradley: "I came to talk about cleaning out the ditches in city limits."

Mr. Merchant: "When we have the time."

Emma Fletcher: "That building isn't secure."

Council President Lewis: "What building?"

Emma Fletcher: "The water plant on Henry Street."

Council Member Johnson: "The door blows open and I will go by after this and close it."

Gary Small: "I was told this week we won't get paid for on call and overtime, is that correct?"

Mayor Gomez: "Yes."

Mr. Small: "Why?"

Mayor Gomez: "I am going out of town. Everyone will receive 40 hours and get the over time on Monday. I told Mr. Merchant that."

Mr. Merchant: "I did not have time to tell everyone."

Mr. Small: "Granted when you're on call you get 2 hours no matter what but what you don't understand is that when you're on call you have to sit at the house with your phone constantly on you. You can't do anything. It's not something that I asked for and I don't

have problem doing it but what I do have a problem with is not getting paid for it. It's going to be really hard to answer my phone for the next two days if I'm not getting paid."

Mayor Gomez: "What are you not getting paid for?"

Mr. Small: "You're saying you're not going to pay on call."

Mayor Gomez: "That's not what I said. Everyone gets a 40 hour check on Friday."

Council President Lewis: "Mayor Gomez your point has been made. Anything else?"

Mr. Small: "I'm sorry I'm confused. I've been on call all week and he's saying I'm not getting paid for it this week. I'm on vacation next week. It'll be 2 weeks before I get paid for it."

Council President Lewis: "It's not his fault you're going to be on vacation. All he can do is uphold his part that you will get paid next week."

Mayor Gomez: "The problem is every check requires two signatures. Leslie is not here. Kristina is the only one who can sign checks. That's why we cut the 40-hour checks. I am going out of town to bury my only sister."

Council President Lewis: "Anything else?"

21. Adjournment

Council President Dynette Lewis requested a motion to adjourn.

Council Member Jackson made the motion to adjourn.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

The meeting adjourned at 9:36 p.m.

Respectfully submitted,

**Council Workshop Minutes
Town Hall
May 21, 2024
5:45 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez, Mayor**

Council President Dynette Lewis confirmed the advertisement of the Council Workshop and called the workshop to order at 5:45 p.m.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Alicia Johnson, Council Member Henry Cunningham, and Council Member Sandra McMurray Jackson. Also present at the Council Table was Mayor Luis Gomez Jr.

2. Policies and Procedures

Interim Town Manager Cheryl Harrison-Lee: "I'm going to briefly walk through the policy. The policy is not to ensure that employees are called back after hours. It's to address the nonexempt employees or employees that may be called back. There's on call pay and call back pay. On call pay is paid for convenience for employees at home waiting on the call. 2 hours per day for each call out period, this would be for the weekends too and hours are documented so all time is logged. Employees on sick pay status will not be paid if the town is unaware of any medication, it presents liability for the town. Consider agreements with other towns to prevent calling out employees who are on sick leave. Call out duty is if you're calling someone who is not on call. They need to be fit for duty when they come out and if they are not then they need to have disciplinary action and they'll be paid if they're not on sick leave."

Council President Dynette Lewis: "What do you mean by fit for duty?"

Ms. Lee: "Anyone on sick leave or anyone who has consumed alcohol or anything to impair their judgment."

Council Member Sandra McMurray Jackson: "If the person on call is on sick leave how does the afterhours person know that person is on sick leave?"

Ms. Lee: "If an employee is out on sick leave they can't be called in."

Council President Lewis: "How often is the list updated?"

Ms. Lee: "I'm not sure but with this policy we'd look at that. The town has been calling people out who are on sick leave status, and I advise against doing that."

Mayor Gomez: "If it were gas, it would have been B.J Johnson. If it were water, it'd be Alicia Johnson. If it were street, it'd be the supervisor but this is something we need to address. We need one supervisor. I wanted everyone here but only one employee came so they know what to do. We don't have a gas superintendent."

Council Member Johnson: "But we only have one gas guy so he'd have to be on call."

Mayor Gomez: "If Gary were on sick leave and got called out he couldn't go but if Kevin was the supervisor we would have other options even if we have to call Jay and they will respond."

Council President Lewis: "Interlocal is your only option?"

Mayor Gomez: "This is what happened in the past they assumed they were the only one who could do it so they would go out sick or not so council needs to make it clear on what to do."

Council President Lewis: "Someone who acts like that then it's probably not the first time that's happened that's why we're having this workshop to make that clear."

Council Member Henry Cunningham: "How are we doing call outs now?"

Ms. Lee: "Right now it doesn't say anything about sick leave so previously an employee on sick leave would come out and if they are being paid on sick leave then that's another problem and they get sick pay and on call pay so you're paying them for more than one thing at time and to think a town this the size that would be good not to. There are several things in the policy. If the person is sick, they need to call the super or call the mayor. If you're sick, then you are not fit for duty."

Mayor Gomez: "If a person gets a virus and is off for 3 consecutive days, they still get paid for on call even though they didn't come to work for 3 days."

Ms. Lee: "The last bulletin says an employee cannot be on call if they are on sick leave so we don't put them on the list to call or call them out and will not receive on call pay."

Council President Lewis: "We need to emphasize if you're on sick leave status you cannot be called out and that's all sick leave."

Ms. Lee: "We can edit this and bring it back."

Council Member Jackson: "We definitely need clarity. Some of those employees who were sick and on call may have thought they were the only option, so they went out."

Ms. Lee: "You really need a backup so after we decide on this, we can look at an interlocal agreement. I think you need options to not call out employees on sick leave."

Council President Lewis: "What are they compensated for the inconvenience? We need clarity on that."

Council Member Johnson: "It says 2 hours."

Ms. Lee: "Under the bulletin it says 2 hours. Some places only give 1 hour for call out time so you're very generous. You had 2 and 4 but I changed it to 2 because they are on call so there's no need for 4 hours on the weekend. Once you get to Saturday if you're compensated."

Council Member Johnson: "There was one thing I saw. One employee had 17 hours of overtime for one day. That was from claiming on call twice. So, how would we address that?"

Ms. Lee: "This is 2 hours once we hit 2 hours, we want to pay them for hours worked. You won't pay them every time they answer the phone. If you're at Saturday and you're at overtime then it would be overtime pay but if not it would be at regular rate."

Council Member Johnson: Because there's no guarantee they would work 40 hours that week. They go home they get called out again within the same 2 hour so within 30 minutes they got paid for 4 hours."

Ms. Lee: "You only get 2 hours. Call back pay is when you unexpectedly have to come back you could leave at 4 if you're on call. We're going to pay you 2 hours but if we call you back at 4, this is written so you don't keep stacking categories at a time. And you were stacking it because you were paying for sick leave, on call, and overtime which is problematic."

Council Member Johnson: "It is very unclear again because when I read this I thought it was the same but we need more clarity on this. Say 7 pm on Friday an employee gets called ack so they are paid 2 hours for on call and they are paid for the work. Old policy you would pay the 2 hours for them answering the phone and then when they got there they would start charging again."

Mayor Gomez: "7 pm on a Monday you're on call and you know you get 2 hours whether you go to work or not. You're called out to the lift station for 5 minutes in the past they would charge 2 hours of overtime and 2 hours for on call pay."

Council President Lewis: "Why was it overtime?"

Mayor Gomez: "There was 10 hours during the week. 2 hours on weekdays and 4 hours on Saturday and Sunday if they had to come out noon on Saturday they charge 2 hours for coming back, went back 15 minutes later and charged another 2 hours come, back 15 minutes later and another 2 hours 6 hours of overtime for 45 minutes."

Council President Lewis: "Where's the documentation on this?"

Ms. Lee: "I've only seen a few. You need different documentation. This is one of the issues with having on call, but documentation needs to be done differently the last bullet says all time must be documented and recorded."

Council Member Johnson: "We have a time clock."

Mayor Gomez: "If you have an emergency, you won't have time to punch a clock just because you make a call doesn't mean that employee is going to get there in 5 minutes it could be 45 minutes. We need accountability for actual time worked. If you're on call the 2 hours is the inconvenience for you to be on call but if nothing happened that week you still got 18 hours paid. There's routine operations we have to do like Century Woods has a bad pump and you have to pump it down every weekend. They get 4 hours for doing it but they

go out in the morning and the evening. They would charge the 4 hours of OT and still get 4 hours on call."

Council President Lewis: "This policy seems to cut all of that out."

Mayor Gomez: "It's up to y'all."

Ms. Lee: "It's a policy decision. Some jurisdictions give 1 hour some give 4 we decided on 2 to give a little bit."

Mayor Gomez: "We're not trying to punish anyone. If you have got a busted main it should be all hands-on deck. They can say they're not coming."

Council President Lewis: "That disciplinary right there if they don't show up."

Mayor Gomez: "If you have lift station you have to work on every weekend then we need to get that lift station fixed so they don't have to go out there every weekend."

Council President Lewis: "What's happened in the past needs to be left we need to move forward."

Mayor Gomez: "This is the 3rd meeting concerning this. We need to get it handled."

Ms. Lee: "With the feedback you've all provided there will be changes I will make and put it on the agenda so council can approve it because we have yet to find an on call policy. We need to get this adopted so we can put it in our personnel handbook. There's other things in the handbook we need to discuss like vacation accrued and rolled over. Jurisdiction tends to cap vacation time. Comp time is not something that's typically paid out in other jurisdictions."

Council Member Johnson: "Comp time is earned in lieu of OT pay."

Ms. Lee: "There's a need to look at comp time and how much to pay out. So when someone is leaving the question is what to do about comp time cause a lot of jurisdictions don't pay it out after departure. Sick leave is a percentage. Vacation is paid out so you need to cap it. It would protect you with cost when employees do depart so for a future session those are some components we discussed."

Kevin Merchant: "Say I'm on call out and I worked my full 40 hours do I get paid 2 hours for on call and 1.5 hours of OT?"

Council President Lewis: "Yes."

Council Member Johnson: "Then that's the same policy."

Mayor Gomez: "We need to distinguish this right here. Is the call out pay a gift or does it have to do with how much the employee works? It says he works 2 hours on Saturday on call pay is 2 hours so all he gets is 2 hours but he gets OT cause he's already at 40 hours."

Council Member Johnson: "Call out is straight time."

Mayor Gomez: "Let's take this Monday 7 pm works 2 hours he gets 2 hours of straight pay not 2 OT and 2 on call."

Mr. Merchant: "I want to know Monday I'm on call I get called out at 8 tonight I understand I go out and work 2 hours do I get the 2 hours I worked plus the 2 hours of call out or do I lose the stand by pay."

Council Member Johnson: "You get paid if you work but paid if you don't."

Mayor Gomez: "On call pay is an incentive to make you answer the phone."

Mr. Merchant: "If I work 3 hours tonight then that's straight time cause I haven't worked 40 hours."

Council Member Johnson: "This would make it super simple if we just paid everyone straight time. Pay them an hour a day for whoever is on call."

Ms. Lee: "I would recommend before we add to the personnel manual. We need to look at the other things like vacation and comp time cause this manual is silent on some of these things."

Mr. Merchant: "I have one more question. If I take vacation tomorrow that's 8 hours that will go towards my 40 hours or do I have to work 48 hours. This coming Monday is a holiday for us so not counting Monday Tuesday, Wednesday, and Thursday we have to work 40 hours in those 4 days to accumulate OT."

Ms. Lee: "I have not looked at your entire system but seeing a few items like that."

Emma Fletcher: "Why can't you have vacation time and have a cap? My last job if you had sick leave, you got paid for half of it."

Council Member Johnson: "Here it's a quarter and that's understandable."

Ms. Lee: "In some jurisdictions I've seen with sick leave. To try and restrict abuse of it if you don't use it then you can convert sick leave to vacation, but you still cap it."

Council Member Johnson: "I definitely think that's necessary that we do put caps on it. I'm thinking our employees get an average of 20 an hour but I think only 1 hour is sufficient."

Mr. Merchant: "If someone gets called out and can't handle it by themselves and they call me do I get paid for going to help them."

Council President Lewis: "Someone could say they don't feel like it and ask can you go."

Council Member Johnson: "If you don't feel like it because you're not on call."

Mr. Merchant: "So actual time worked even if you're not on call?"

Council Member Johnson: "My suggestion was we pay actual time worked but I don't know how everyone else feels about that."

Mayor Gomez: "I like that it comes down from 18 hours to 7 hours and when you come out you get paid for what you work if you worked 15 mins you get paid for 15 mins this would help the budget a lot."

Council President Lewis: "It's unfortunate that people got accustomed to getting paid a certain way."

Mayor Gomez: "It's unfair you have people in the same department, and one gets \$400 and one gets \$1300 its going to make people upset."

Council President Lewis: "I feel like it's not their fault because someone allowed them to do it and unfortunately it has to stop."

Council Member Cunningham: "Someone at a super value needs to support policy."

Mr. Merchant: "Every call after hours comes to me. I answer I get a call and I have to call who is on call and they go and work and he tells me it took him 4 hours to fix it but I have to believe that so there's no way for me to be accountable for that cause I was not there with him but I have to believe him."

Mayor Gomez: "I was logs on each job worked."

Council President Lewis: "You're still going to be going by word of mouth. We need a cap. You get paid a certain amount of hours."

Mayor Gomez: "You have 2 or 3 people taking advantage of being on call and the ones who are on call understand the how long does it take to pump a lift station down."

Council Member Johnson: "Depends on which one 15 minutes to an hour."

Mayor Gomez: "If you do it every day for a year you know how long it is going to take and they claim two hours no matter what."

Council President Lewis: "If you have to go out there every week where does the issue actually lie."

Council Member Johnson: "But then there's an issue with supply chain when can we get it and how long will it take. If Kevin is answering the phone every time it rings he needs to be compensated for that."

Council Member Jackson: "You're the only one?"

Mr. Merchant: "Yes, I'm the only one."

Council President Lewis: "Where are we now?"

Ms. Lee: "I wanted to know what the recommendation is."

Council Member Johnson: "My recommendation is if one person is answering the phone, and he calls then he needs an hour and they need 1 hour."

Mayor Gomez: "There should be language in there that reevaluates."

Council Member Johnson: "That's my recommendation how do y'all feel about it."

All Council agreed.

Ms. Lee: "I will make the changes and bring it for approval at the next council meeting."

Council President Lewis: "Are we going to put it on the agenda or have another workshop?"

Ms. Lee: "We will just put it on the agenda once I modify it."

With no further business to discuss Council President Lewis requested a motion to adjourn the workshop.

Council Member Johnson made the motion.

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously.

3. Adjournment

The workshop adjourned at 6:43 p.m.

Respectfully submitted,

**Bill List Review Minutes
Town Hall
May 21, 2024
6:45 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez, Mayor**

Council President Dynette Lewis confirmed the advertisement of the Bill List Review and call the review to order at 6:45 p.m.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Alicia Johnson, Council Member Sandra McMurray Jackson, Council Member Henry Cunningham, and Council Member Shelisa McCall Abraham. Also present at the Council Table was Mayor Luis Gomez Jr.

2. Bill List Review

Council President Dynette Lewis: "I have a question about Gulf South Pipeline. It was tabled last week do we have anything different on that for McCarter and English?"

Mayor Luis Gomez asked if Kristina Wood was on the Conference Call.

Council President Lewis: "It says see an attachment but I don't see any attachment for McCarter and English, so maybe we'll table that again?"

Council Member Alicia Johnson: "Kristina isn't on? I'm looking at the McCarter and English from the last time. I'm not sure who Gulf South is so I just have a few questions."

Interim Town Manager Cheryl Harrison-Lee: "I will send them an email."

Council President Lewis: "If there are no other questions then we will close the Bill List Review. It is 6:53."

3. Adjournment

The Bill List Review was adjourned at 6:53 p.m.

Respectfully submitted,

Council Meeting Minutes
Town Hall
May 21, 2024
7:00 p.m.

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall
Alicia Johnson

Others Present:

Mallory Walker, Administrative Assistant
Luis Gomez, Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and called the meeting to order at 7:00 p.m.

1. Open Meeting with Prayer

Council Member Henry Cunningham led the meeting in prayer.

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Alicia Johnson, Council Member Sandra McMurray Jackson, Council Member Henry Cunningham, and Council Member Shelisa McCall Abraham. Also present at the Council Table was Mayor Luis Gomez Jr.

4. Public Forum

Billy Johson

Mr. Johnson: "I gave everyone copies of my resignation letter, I had 208 minus 40. 168 hours of sick time divided by 4. 8 hours comp at my pay rate that's \$4000 that they owe me. I just want to collect my money and be done with this."

Council President Lewis: "Do we have anything more on this? I feel like we should let the Town Attorney, and our procurement person look at this."

Mr. Johnson: "It's been 6 weeks."

Council Member Johnson: "My opinion is we need to pay him. Those are the same hours I came up with."

Council Member Sandra McMurray Jackson we need to give this man his money and let him go

Council President Lewis: "It's not a question on giving him the money I want to make sure we pay him properly."

Council Member Johnson: "The only records the town keeps is payroll and he provided that and I'm satisfied with that so we need a motion."

Council Member Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions

Council Member Sandra McMurray Jackson: "Yes."

Council Member Johnson: "Yes."

Council Member Shelisa McCall Abraham: "Yes"

Council Member Henry Cunningham: "Yes."

Council President Lewis: "No"

Council President Lewis: "Anything further."

Mr. Johnson: "When can I pick up my check?"

Council Member Johnson: "Friday."

Nothing further for Public Forum

5. Ministerial Acts

a. Approval of Bill List

Council President Lewis requested a motion to approve the Bill List with the exception of McCarter and English.

Council Member Johnson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

6. Robert Hudson – Financials

Robert Hudson: "General fund shows a deficit of \$3,600 but we still have income coming in and we have an additional income from grants that we have not been paid back for and we have the same thing in the water fund. The reimbursement has not come in yet. Special revenue for the first 6 months was \$114,619 positive amount. I apologize for the 3rd on the water fund. The second page of water we were \$175,000 in the hole but we've paid out \$236,000 in grants that we've yet to be reimbursed for so that's why that looks so bad. Gas fund is doing well. It's in the black of the \$37,661 that includes money we've paid out to the load. In April the fund will look better we made the debt service in March. We look at April for general funds were only down \$35,000 because we got reimbursed for some of the grants. We transferred some out to make an annual bond payment. Water page shows total revenue for the last 7 months. It's like a \$29,000 in revenue over expenses. The grants will help resolve this. Gas fund excess fund over expenses \$79,685 through 7 months cause we got the operating transfer in April. There are some things we overspent but some are

over from what we expected so we are on track. We can designate some money to go into council reserves. Any questions?"

No questions from the public or the Council.

7. Mayor Gomez – Land Development Reviews October 2023-May 2024

Mayor Gomez: "This is for informational purposes only. There is no discussion required unless someone has a question."

Council Member Johnson: "I saw some things I thought were odd that required a permit."

No further comments or questions.

8. Howard Brown – Authorization to negotiate and execute a consulting services contract with Aclus Engineering, LLC for Water and Wastewater utility support

Howard Brown: "I wanted Robert Hudson to give us an update on the audit but he already left. This item is authorization for Aclus. As you know MESI is an engineering firm that's doing a lot of design for the Water and Wastewater but what we need is someone to review the MESI designs. We believe we need someone else with expertise in that area. Every time we submit for SRF loan opportunities we can't be reimbursed until you complete the project so right now the town gets 90% of the loan forgiven so we need someone who can help us move through these quickly. ARPA has to be spent or committed to be spent by December 31st. This is someone who can help us. You should have a copy of their agreement and terms. Staff recommendation."

Council Member Johnson: "Will they actually be here to inspect the work that is completed or just to look over plans?"

Interim Town Manager Howard Brown: "This is specifically to engage a person to do this but it can be whatever we need pertaining to the water and sewer."

Council Member Johnson: "Did we take bids or sent out an RFP?"

Mr. Brown: "I asked MESI could they do this and they said no. So, I reached out to this company."

Council Member Johnson: "My concern is we need someone who is local and can just come in at any time. It would be more cost effective for the town. I think we need this. I'm just curious on how we chose Aclus."

Mr. Brown: "We got a bid from MESI and this proposal."

Council President Lewis: "Any questions?"

Council Member Abraham: "On February 6th we voted to execute a contract with U.S. Water and April 2 we got Clear Water Solutions. It seems like we're spending a lot of money to do the same thing."

Council Member Johnson: "This is actually engineering. Mr. Allen Fowler, CWS, does your company do this?"

Allen Fowler: "I don't know the scope of work you need. So, I'm not sure."

Mayor Gomez: "What you said about getting someone local makes sense, but we haven't gotten any locals to respond in 15 years. I had the conversation while Dale Long was in the building. Dale does the scope of work, the task order, the design, puts the bids out, and reviews his own designs. The reason why the pace of work is moving so slow is because Mr. Long is doing all the work by himself. We're at a point where parts are moving but I'd like to see more than one project going at once."

Council Member Johnson: "I agree. We definitely need this I just wanted to know why so far away."

Mayor Gomez: "Ms. McCall brought up about U.S Water, they just did the consent order. I've learned a lot in the last few months. Why do we always get the same person to do the grants? I'm not trying to sell it I just want the Council to know."

Council Member Johnson: "We need the service I just wanted to know how we came to Aclus, but if no one local responded then I understand."

Mayor Gomez: "When we strike out Mr. Brown talks to someone he knows."

Council Member Abraham: "Did we reach out to CWS engineering department?"

Mr. Brown: "CWS is an operator company. They don't engineer and design they just operate. I've never known of them to do any engineering. This company is not doing engineering work, they are helping us make sure these projects are done in a timely manner. I was informed by MESI they prefer to do design and not review. I don't know anyone we have right now that can walk us through this quickly. This is a consultant more than an engineer they specialize in SRF loan projects."

Council Member Johnson: "And they would be able to make sure these projects move quicker?"

Mayor Gomez: "This is just to negotiate. The scope of work would come from the Council."

Council Member Johnson: "I think we should move forward."

Council Member Abraham: "My concern is, it says they cannot predict a time frame."

Council Member Johnson: "We need this service. All towns have it, I'm not sure why we don't have them and we need them from now on maybe a different company but we need to get it started now and if this is our option for now I say to move forward."

Council Member Abraham: "Why did U.S Water leave?"

Council Member Johnson: "They said they didn't want to do it anymore because we hired CWS."

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate a contract with Aclus Engineering

Council Member Henry Cunningham made the motion

Council Member Abraham seconded the motion

Council Member Abraham: "I don't know."

Council Member Johnson: "Yes."

Council Member Cunningham: "Yes."

Council Member Sandra McMurray Jackson: "Yes."

Council Member Abraham: "Yes."

Council President Lewis: "Yes."

No further questions.

The motion passed unanimously.

9. Mayor Gomez – Webber Contract

Mayor Gomez: "This has been on the books for about 3 months. Mr. Merchant said they were doing mowing on right-a-ways for Webber. They are a liaison for the Town of Century the Town has been doing this work for a number of years. But Mr. Merchant brought it to my attention that we were losing money but I've reviewed the contract and its going to be a \$4000 increase so we can sign this and let the work continue. We need to review this every year and make sure that it is updated."

Council Member Abraham: "We voted on this on April 16th. The same contract."

Mayor Gomez: "It's never been an executed contract because Kevin said to hold up cause he thought we were getting \$1000 less. It was never executed. What happened is Mr. Shaw calls me every other day wanting to know when we are going to do this."

Council Member Dynette Lewis requested a motion to execute the contract with Webber for mowing services on Hwy 29 right-a-ways.

Council Member Sandra McMurray Jackson made the emotion

Council Member Cunningham seconded the motion.

Council Member Johnson: "Yes."

Council Member Abraham: "No."

Council Member Cunningham: "Yes."

Council Member Sandra McMurray Jackson: "Yes."

Council President Lewis: "Yes."

No questions.

The motion passed.

10. Howard Brown – Authorization for Mayor to negotiate and execute contract with Lakisha Burch, MSL, MMC for Interim Town Clerk services.

Mr. Brown: "As you know this was on the last agenda and council didn't act on it. As you know our current Town Clerk is out indefinitely. Now this person is to fill the place while the town clerk is out. Mayor reached out to FLC for help or assistance from the Florida City Clerk's office to help us. There is a lady in Crestview that could have helped. That died but now were at a point that we don't think Ms. Howington is coming back so we're trying to get someone who has experience because the town needs someone who has experience. Ms. Burch is someone who has experience and can implement CivicPlus. It hasn't been done because there's no one there who can lead this so we need Ms. Burch, so we can get the agendas done and the minutes done. Ms. Burch has agreed to work for \$26 an hour but I don't think we'll need her for longer than 20 hours a week. My recommendation is for Mayor to be authorized to negotiate a contract with Ms. Burch with the terms listed."

Council President Lewis: "Do you know the length of her availability?"

Mr. Brown: "It would be temporary until we get the position filled."

Council President Lewis: "But we don't have an end date right now."

Council President Lewis: "Any other questions?"

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate a contract with Lakisha Burch for Interim Town Clerk services

Council Member Cunningham made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

Council Member Abraham: "I have a question. I know we need a temporary person but is there no one that can train to move into that position while we have the temporary person? Or are we going to advertise outside?"

Mr. Brown: "We need to have Ms. Burch train the staff and to post for the job."

Council Member Johnson: "I didn't realize a clerk position requires a bachelor's degree."

Mr. Brown: "I don't think it's necessary but it's nice to have one."

Council President Lewis: "Desired but not required?"

Interim Town Manager Harrison-Lee: "You might be able to get some things and update your job descriptions. It's ideal to seek that but if you don't find it then you can change the job description."

No further questions.

Council Member Johnson: "Yes."

Council Member Abraham: "Yes."

Council Member Cunningham: "Yes."

Council Member Jackson: "Yes."

Council President Lewis: "Yes."

Job description and salary range

Mayor Gomez: "As everyone knows Ms. Howington rendered her resignation today. We wished her well, but the work must go on. When I read it over it was spot on. We need this because Mallory will even admit that some things are tedious and in a couple of years she'll be ready or maybe sooner. If you guys approve it, we'll put it out to get some help in here. Salary range was reached by Ms. Lee and is competitive to our area."

Emma Fletcher: "How much?"

Mayor Gomez: "\$71,000-\$91,000."

Council President Lewis: "So we're looking to approve this tonight?"

Mayor Gomez: "The sooner we get the job descriptions approved the sooner we can put out the announcement."

Council President Lewis: "So we need the job description before we advertise?"

Ms. Harrison-Lee: "Yes, it is ideal to have the job description first."

Council President Lewis requested a motion to approve the Town Clerk job description

Council Member Cunningham made the motion

Council Member Jackson seconded the motion

Council Member Jackson: "Yes."

Council Member Cunningham: "Yes."

Council Member Johnson: "Yes."

Council Member Abraham: "Yes."

Council President Lewis: "Yes."

Deputy Clerk

Mayor Gomez: "We have a few contracts in the back that require a signature to execute and Kristina has been signing documents so me and Ms. Lee reached out to Matt because the contract with have with Susan Owens it requires my signature, her signature and Ms. Howington's signature. Kristina pulled up some minutes where Mr. McCall promoted her to Deputy Clerk position but there's no language in there saying Deputy Clerk so Matt said the best solution is to make it official so she can sign and over the next few weeks. We'll need someone to sign and authorize documents."

Council President Lewis: "Does to the position require anything or just vote her in?"

Mayor Gomez: "Just vote so we have official documentation."

Council President Lewis requested motion to make Kristina Wood, Deputy Clerk

Council Member Abraham made the motion.

Council Member Cunningham seconded the motion.

No questions. The motion passed unanimously.

11. Staff Report

Nothing for Staff Report.

12. Mayor's Report

Attached

13. Council Comments

Nothing for Council Comments

14. Public Forum

Nothing for Public Forum

15. Adjourn

With no further business to discuss Council President Lewis requested a motion to adjourn the Council Meeting.

Council Member Jackson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

Council Meeting Minutes
Town Hall
June 04, 2024
7:00 p.m.

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Alicia Johnson

Others Present:

Mallory Walker, Administrative Assistant
Luis Gomez, Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the meeting at 7:00 p.m.

1. Open Meeting with Prayer

Mayor Gomez led the meeting in prayer.

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Alicia Johnson, Council Member Henry Cunningham, Council Member Shelisa McCall Abraham and Council Member Sandra McMurray Jackson. Also present at the Council Table was Mayor Luis Gomez Jr.

4. Public Forum

Nothing for Public Forum

5. Ministerial Acts

Approval of Bill List

- **June 04, 2024, Bill List**

Council President Dynette Lewis requested a motion to approve the June 04, 2024 Bill List

Council Member Sandra McMurray Jackson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

6. Discussion and Authorization for Mayor to Negotiate and Execute a Contract with Local Government Consulting Group, LLC.

Mayor Gomez: "The Town of Century previously entered into an agreement with Local Government Consulting Group, LLC to provide Interim Town Manager services."

Read background information from Agenda Summary Sheet.

Council Member Johnson: "The grant writing services are \$3,000 a month. Would that be paid regardless of if you're writing grants or not?"

Howard Brown: "In the next 6 months I plan on aggressively writing grants for the town. I think right now a lot of the deadlines are coming up and we don't have time to get someone in."

Council Member Johnson: "Do you have an idea on what grants you would be applying for?"

Mr. Brown: "There are some small City grants, and I know Robin Phillips is doing a good job at the small City grants."

Council Member Johnson: "And at the end of each month you would report to us what grants have been applied for?"

Mr. Brown: "We will do a report so that every 2 weeks or every month we can discuss what we have applied for."

Council President Lewis: "These grants writing services is what Robin is doing?"

Mr. Brown: "The only thing she does is CBDG Grants."

Council Member Johnson: "So, then for the CRA consulting you would be administering that program."

Mr. Brown: "Yes, because right now there is no one doing that."

Council Member Johnson: "And there is a great need for that."

Council President Lewis: "Any other questions?"

Mayor Gomez: "I can add that my opinion is they have done an outstanding job in bringing me along and the town can see a great change and it's just my opinion we should keep going like we are. We have a lot going on for the next 6 months. Nothing happened in 2 years with Ms. Reeves for the CRA program that is very beneficial for the town if it ran correctly."

Council President Lewis: "One thing I would like to add is I appreciate the work that has been done by y'all's company. I totally understand that this is not your only venture and you're not the only person who works for your company, but I would like to see you a lot more."

Mr. Brown: "I can definitely make that happen."

Council President Lewis: "Questions?"

Council President Lewis: "Do we have a recommended action?"

Mayor Gomez: "To authorize me to negotiate 6-month extension."

Mayor Gomez reads recommended action get from the agenda summary sheet.

Council President Lewis requested a motion for Mayor Gomez to negotiate a 6-month extension with Local Governmental Consulting Group, LLC.

Council Member Johnson made the motion.

Council Member Cunningham seconded the motion

Council Member Shelisa McCall Abraham: "I have a question. What I want to know is, is the council satisfied with the services that have been provided. Do you believe all the requirements have been met? The scope of work at the beginning of the contract."

Council President Lewis: "Would anyone like to address that question? I, myself, am pleased with the work."

Council Member Cunningham: "I am pleased."

Council Member Sandra McMurray Jackson: "I am pleased too and we can take them to the second half so we can get what we need."

Council Member Johnson: "I think we are moving in the right direction."

Council President Lewis: "Ms. McCall, are you pleased with the work?"

Council Member Abraham: "Somewhat, not completely but somewhat I feel like we have ventured off course then what we originally discussed. I feel like we've been sidetracked. That's just my opinion. When it comes to the grant writer I'm not looking to pay someone when we have access to grant writers we don't have to pay for. Are we just taking them on because of our inexperience with CRA. I feel like we're relying heavily on people outside of Century and doing things against our charter."

Mayor Gomez: "How?"

Council Member Abraham: "We have been contacting people from the outside and we have no evidence that they reached out to anyone."

Mayor Gomez: "Can you tell me how we went against the charter?"

Council Member Abraham: "How many people did you interview before hiring Ms. Burch?"

Council Member Johnson: "I did ask when we agreed to hire Ms. Burch. I asked Mr. Brown and he said he had received quotes."

Mayor Gomez: "To address that item I reached out to Lynn Tipton Florida League of Cities and she gave us one name and that person did not respond to us. It was out there for a month before Mr. Brown reached out to Ms. Burch because we have no clerk and people who didn't have the experience. One clerk has had one class and the other clerks have had no classes."

Council Member Abraham: "From my perspective we have taken liberty that we never would have let them take and I don't see how that's in our charter."

Mr. Brown: "Let me try to explain it. So, several months ago the mayor reached out to Florida Association of City Clerks that is associated with several clerks in the area. We reached out to a lady, and we later learned she was no longer interested so mayor reached out to Lynn Tipton, and she provided the name of a lady and she never answered. Not that our current staff can't do what we're doing now but we have some new technology, and we need a clerk that knows that system."

Council President Lewis: "Thank you Ms. McCall, do you have anything else?"

Council Member Abraham: "I understand what Mr. Brown is saying but I'm just giving my perspective."

Council Member Johnson: "I would like to confirm that we did nothing to go against the charter."

Council Member Abraham: "I'm not trying to say anything on the town clerk situation. I'm talking about everything we talked about in the beginning. I know my experience."

Council Member Johnson: "What are the boxes you would like to see checked?"

Council Member Abraham: "During this whole process we have relied heavily on them we haven't really trusted the staff that we have and I don't agree with that. There's not a time I would invite someone else to come in and do a job and blindly follow them rather than the people that are doing the job. We have an entire staff, and I feel like they have been pushed to the side and we haven't been listening to them."

Council Member Johnson: "I feel like that's why we hired them. It'd be silly to hire them for a job and not allow them to do it, we do have some knowledgeable staff members but without being in the field with them. I don't understand what you're saying can you elaborate on that."

Council Member Abraham: "No, I can't that's just my observation."

Council President Lewis: "Does anyone have any questions?"

With no further questions the council voted on the motion

Council Member Johnson voted yes.

Council Member Henry Cunningham voted yes.

Council Member Abraham voted no.

Council Member Sandra McMurray Jackson voted yes

Council President Lewis voted yes.

The motion passed.

7. Discussion and Consideration of Approval of the On Call/Call Out Policy.

Mr. Brown: "I'm going to ask Ms. Harrison-Lee to walk us through this."

Ms. Harrison-Lee: "At the last Council meeting we talked about the on-call policy and the areas you asked to look at. I'm going to walk through how we addressed those areas you asked to look at. On call pay we included a section on employees dispatching and we included a section that says employees on sick leave cannot be on call. We talked about having 1 hour as we go through the policy the areas, we changed looking at on call policy employees who call in sick are not eligible for on call pay. Employees may not be paid when in sick status. Nonexempt employees paid for actual time worked or just for one hour. The other item you brought up was allowing employees to get call out pay more than once in a 24-hour period. Compensation will be one hour per day for employees on call. The motion that is needed before you would be to approve the on call and call out policy for employees. Not only approve it but include it in the employee manual. That was adopted in 1993 needs to have a revisitation date for today's date if you approve it. We want to make sure all employees have received the new on call policy and have them sign saying they have received it. Any questions?"

Council President Lewis: "I was just going ask for a sign-up sheet."

Ms. Harrison-Lee: "Mr. Brown has already made one and we will ensure it gets to all employees."

Mayor Gomez: "Everything I heard is what we spoke about at last meeting, but Ms. Johnson said to give 7 hours call out pay. Do you recall instead of 18 just give them 7."

Ms. Harrison-Lee: "One hour per day."

Council Member Johnson: "Can you expand on the difference between call out and call back?"

Ms. Harrison-Lee: "Call back the first 2 hours we would not include. We would count that as straight time. Call out is when you are on call, and you are called out."

Ms. Johnson: "Call out is when you've gone home, and you get called back and call back pay is if you're about to leave and we ask you to stay. Can we change the name of that so there is no confusion?"

Council President Lewis: "One thing I would like to have clarified. Employees HR coordinator because we don't have anyone on staff with that title."

Ms. Harrison-Lee: "Previously you have had your town clerk doing that."

Council President Lewis: "So, can we put town clerk?"

Ms. Harrison-Lee: "Best practice is when you have a policy you review it every year."

Ms. Burch: "Can I make a comment?"

Council President Lewis: "Yes."

Ms. Burch: "I just want to input that in this policy it is for the position and not the person. I have reviewed your HR manual, and I have discussed with mayor Gomez about changing it. I have a master's degree. I have discussed with Mayor Gomez my previous positions I have been HR direction and payroll administration.

Ms. Harrison-Lee: "Any other questions?"

Council President Lewis: "Any questions?"

Council President Lewis read recommended action on Agenda Summary Sheet and requested a motion.

Council Member Sandra McMurray Jackson made the motion.

Council Cunningham seconded the motion.

No questions. The motion passed unanimously.

8. Dale Long - Change Order

Dale Long: "This is a change order for the well. The town voted to construct Well No 2. The contractor split it into two. We have had a meeting with the building contractor. So, what you have in front of you is change order for. The other bidder had it in theirs. Its \$10,200 recommendation is to approve the change order and have mayor sign it money would come from L.O.S.T. Funds."

Mr. Brown: "It will come out of L.O.S.T funds."

Council President Lewis requested a motion to authorize mayor to sign the Change Order for Well No. 2

Council Member Johnson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

9. Staff Report

Nothing for Staff Report.

10. Mayor's Report

Mayor's Report attached.

Mayor Gomez: "That's where we are with the audit."

Council Member Johnson: "I have a question. What is that date?"

Mr. Brown: "What HCT is auditing is the books from August 2022 to September 30, 2023. This document is for the auditor please fill it out."

Council Member Johnson: "I did. I just needed the dates."

Mr. Brown: "I will take care of it."

Mayor Gomez: "Ms. Burch stepped in last week cause Mallory was out last week. Ms. Burch could you introduce yourself to council?"

Ms. Burch: "First and foremost good evening I have a master in municipal I've been in local government for 30 years. I have been a clerk, HR manager, and payroll administer. I have spoken with Mr. Gomez, and I have met and I have stepped in at the request of Mayor Gomez and I have had no problem with that I want to meet with each of you individually."

Mayor Gomez: "Ms. Burch has a meeting 4 tomorrow with the staff."

Attach sales tax flyer this allows you to get ready for hurricane season.

Mayor Gomez: "We have an election coming up and this will be the last opportunity I have to say anything about it. Seat 1 and 2 and mayor. Qualifying starts Monday June 10th for these three seats. They will be in house in Century on Tuesday the 11th 9:30 am to 3:00 pm. Basketball goals at Carver Community Center. Someone cut the goals down by mistake and a lot of people were concerned so we put something together. Citizens donated pipes and rims to make new goals. Everyone is really happy about that goal going back up."

11. Council Comments

Council Member Cunningham: "I want to thank Mr. Brown for getting information on Freedom Road Bridge for me."

Council President Lewis: "Where are we with Century Community Center?"

Mayor Gomez: "I have the packets we received last week I just have not had a chance to review them."

Council President Lewis requested more information about storm shelter.

Mr. Brown: "We'll get an update for you."

12. Public Forum

Dr. Jessica Griffen: "Good evening to everyone. I wanted to give an update because I was supposed to complete my payment to the Town of Century by March 31st. I came Saturday and gave a check for \$11,000. I still owe \$10,000. I thought I would be able to pay it by now. We are on track to finish up any day now and I would like to thank you again for working with me and ensure you we will finish the payment."

Mr. Brown: "This is a request to extend."

Council Member Johnson: "The original loan was \$61,925.00. What's the length of the extension you need?"

Dr. Griffen: "I think any day now we should receive payment."

Council Member Johnson: "Do you think 30 days would work?"

Dr. Griffen: "Yes, it would."

Council President Lewis requested a motion for a 30-day extension for Dr. Griffen to pay back the money borrowed from the Town of Century for UDC.

Council Member Johnson made the motion.

Council Member Cunningham seconded the motion.

No questions. The motion passed unanimously.

Council President Lewis: "Anything else Dr. Griffen?"

Dr. Griffen: "No, I just want to say thank you again."

Council President Lewis: "Anything else for public forum?"

Kevin Merchant: "Yes, I do. I just want to know how the vote went on the on-call policy."

Mr. Brown: "It was approved."

Nothing further for Public Forum.

13. Adjourn

With no further business to discuss Council President Lewis requested a motion to adjourn the meeting.

Council Member Jackson made the motion

Council Member Johnson seconded the motion.

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

**Bill List Review Minutes
Town Hall
June 04, 2024
6:45 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez, Mayor**

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the review at 6:45 p.m.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Alicia Johnson, Council Member Henry Cunningham, and Council Member Sandra McMurray-Jackson. Also present at the Council Table was Mayor Luis Gomez Jr.

2. Bill List Review

Council Member Alicia Johnson: "I have a question about a particular item at the prison lift station. I know those are being damaged by debris being flushed and we are constantly receiving bills for these repairs, and I want to know how many pumps we've bought for the prison lift station for the last year. Even when I was superintendent, we were always battling replacing pumps every month or two months and it is a huge bill. Mallory, get all expenses for prison lift station for last year and how many pumps have been purchased."

Council Member Johnson: Allen, CWS, whenever I was at the plant recently I reached out to DEP to see if they have a permit for over there. Miller is who I talked to. Can you check on that?"

Allen Fowler: "I will."

Council President Dynette Lewis: "We want to make sure letters are no longer addressed to Ms. Howington as town clerk."

Mayor Gomez: "Mallory will do that."

Mayor Gomez: "Has anyone asked about utility gas? It's on the first page. I'm trying to figure out what's going on with E Pond Street. It is over budget. It is double."

Kristina Wood: "I will look into that I did notice the gas department electric bill was high."

Mayor Gomez: "Is that the entire complex or just the gas building?"

Ms. Wood: "Just the gas building."

Mayor Gomez: "Okay, thank you."

Council President Lewis: "Pump maintenance year to date is over \$100,000."

Council Member Sandra McMurray Jackson: "What lift station are you referring to on page 2?"

Council Member Johnson: "The prison."

Council Member Sandra McMurray Jackson: "Then what lift station is this on page 3?"

Mayor Gomez: "Where are the attachments for those items because I would like to see what is being charged?"

Council Member Johnson: "The attached invoice number 178556 and that is for Hydra Services."

Mayor Gomez: "So, table the invoice until we get clarification."

Council Member Henry Cunningham: "Someone should be identifying what these are."

Council Member Johnson: "When I was super I checked all the invoices to say whether the work was actually done or not. Did we receive payment from UDC?"

Mayor Gomez: "That will be addressed at the proper time."

Council President Lewis: "Anything else for Bills List. Let's proceed with the regular meeting."

3. Adjournment

Council President Lewis closed the Bill List Review at 6:59 p.m.

Respectfully submitted,

**Council Meeting Minutes
Town Hall
June 18, 2024
7:00 p.m.**

**Council Members
Present:**

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Alicia Johnson
Shelisa McCall Abraham

Others Present:

Mallory Walker, Administrative Assistant
Luis Gomez, Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the meeting at 7:00 p.m.

1. Open Meeting with Prayer

Council President Dynette Lewis led the meeting in prayer.

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Lewis, Council Member Alicia Johnson, Council Member Henry Cunningham, and Council Member Sandra McMurray Jackson. Also present at the Council Table was Mayor Luis Gomez Jr.

Council Member Shelisa McCall Abraham was present via conference call.

4. Public Forum

Helen Mincy: "I think I've spoken to everyone but the mayor and Mr. brown. My problem is the front lobby is just a mess and if we have visitors they walk into a mess. Mayor Gomez you need a cleaning service."

Mayor Gomez: "We're working on getting another one."

Ms. Mincy: "I witnessed a town employee cutting grass on private property, so I asked him and he said they just put him on a tractor and told him where to cut I asked him if he knew there was a 10 foot right away and he said no. Why doesn't your employees know this?"

Council Member Johnson: "Where were they cutting?"

Mayor Gomez: "I think I know who the employee is and who is supervisor is so I will address this in the morning."

Ms. Mincy: "I don't think he knew"

Mayor Gomez: "I don't think he did either. They need to be educated on that 10 foot right-a-way and we'll find a policy."

Ms. Mincy: "I asked while he was there if he could get all the trash out of the ditch and he didn't. Next things is consider getting a cleaning person."

Council Member Johnson: "I thought we had a cleaning person."

Mayor Gomez: "We did but the confusion came in and we were supposed to reach back out and they cancelled the contract but we can get it on the agenda for the next meeting."

Council President Lewis: "Is there a need for that? It can't be taken care of by staff?"

Mayor Gomez: "Y'all can start the whole process to see if that is something we need and how much we need and it'll be up to council to put up the advertisement. It's going to take a process."

Nothing further for Public Forum.

5. Ministerial Acts

a. Approval of Bill List

- **June 18, 2024 Bill List**

Council President Lewis requested a motion to approve the June 18, 2024 Bill List with the exception of invoice 1745 from FGU.

Council Member Cunningham made the motion.

Council Member Johnson seconded the motion.

No questions. The motion passed unanimously.

6. Mayor Gomez – Flooring for Town Hall

Mayor Gomez: "We went through this a few months back. It has to do with ARPA money. Everyone knows how the floor looks in the back. We need new flooring and we have 3 quotes. Cannon carpets revised their quote because they didn't know they were going to have to pull up the existing flooring. We have one from Home Depot for \$12,946.44. The last one was a man who heard we needed it done and he came in and gave a quote his was \$15,000. I would be pleased if the council could decide on one of the three so we can get this underway."

Council Member Johnson: "We can take the lowest 2 quotes and see who can do it the quickest. Of the lower 2 quotes Home Depot and Shamar Carpets whoever can get here the quickest to do it, we will use them."

Council Member Sandra McMurray Jackson: "I have a question. Do we have an extended warranty?"

Council President Lewis: "Have we asked for certificate of insurance."

Mr. Brown: "We will make sure the town is protected in terms of warranty and labor and. We need to find out what the terms are."

Council Member Johnson: "I have another question. Does the Home Depot include ceramic tiles in the bathroom?"

Mallory Walker: "No ma'am."

Council Member Jackson: "Is it the lobby bathroom?"

Ms. Walker: "No, just in the back."

Mayor Gomez: "I think it could use some attention but for now it's good to go we can always revisit it later."

Council Member Johnson: "Can we make sure that Home Depot is going to put tile in the bathroom?"

Mayor Gomez: "Yes."

Council President Lewis requested a motion to approve the flooring for Town Hall not to exceed an amount of \$15,000.

Council Member Johnson made the motion

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously

7. Staff Report

Nothing for Staff Report

8. Mayor's Report

Mayor's Report attached.

9. Council Comments

Council Member Johnson: "The only thing I have is PSC has a kids college going on this summer. They are full right now but they do have a waiting list."

Sparkie Harrison, PSC: This year we have a grant funded kids college so we are happy to have 20 kids ages 6-12 from July 6th-21st for 3 weeks. We have art camp, stem camp, and sports camp. It's free to the children of Century. We hope next year

for it to be bigger. My staff and I received the pdf for the app on Thursday and by Monday we had 20 kids and a waiting list. It starts at 8 am and pick up is at 5 pm.”

Council President Lewis: “So, it’s just for 3 weeks?”

Council Member Johnson: “Yes, a week of art, a week of stem, and a week of sports.”

Ms. Harrison: “They tried this a couple years ago and it didn’t go through but we got it this time and hopefully next year it’ll be bigger and it’s free for the children of Century.”

Council Member Jackson: “There are trees leaning on Alger Road. A couple of trees are bearing towards the road and on Hilltop there’s a tree with a hole in it and we don’t want it to fall on anyone.”

Council President Lewis: “The power company can’t do anything about it?”

Mr. Brown: “Have Kevin Merchant go out and take pictures and send them to FPL. As far as the trees are concerned, if they are not on the power lines then that is on us. Mr. Merchant will go out and take pictures and send them to the mayor.”

Council President Lewis: “The potholes in the parking lot, are we going to address them sometime soon?”

Mr. Brown: “This is the first time you have requested this. I recommend we get Mr. Merchant and the mayor and get a game plan. The sign out front isn’t working.”

Council President Lewis: “We were supposed to address the clerk parking spots a while back.”

Mr. Brown: “We will look into it and bring it back to the council.”

10. Public Forum

Ms. Mincy: “My question is, is the town going come up with any housing grant money soon because I’m in need of a new roof on my house.”

Mr. Brown: “I can work on that. I can see if there are any grants available. It kind of goes on a first come first serve basis. We can have a program in place to manage that and it can be done relatively soon. I’ll check with Robin Phillips in the morning and let the mayor know.”

Ms. Mincy: “Will you get back with me because I thought I was going to be able to do it myself but I cant.”

Mr. Brown: "Yes."

Emma Fletcher: "Has there been a start date on the community center?"

Mr. Brown: "There is no start date we have only been involved in design at this point."

Ms. Fletcher: "I thought it was approved."

Mr. Brown: "It is approved but there's an issue with the funding of the project. I must get with the state. The town has got 3 million and the State is just wanting us to do design because they don't think we can finish the project in time."

Ms. Fletcher: "The water situation. Is the proposal out for the grant to redo these places?"

Mr. Brown: "There are a number of improvements on the Wastewater side. We have money to rebuild wells 1, 2, and 3. There's also money to do water meter replacements the bidding will be July 15th this year. We had Well number 3 replacement money but we had to redirect that money."

Ms. Fletcher: "Who handles the streets and the potholes the city or the state?"

Mayor Gomez: "City we addressed that a year ago but it fell off the map but it's been brought back up to my attention recently. The town has also discussed the entire Cottage Street."

Ms. Fletcher: "Every time they fill them in the rain washes it back out."

Mayor Gomez: "We were talking about completely repaving the street. Is old Flomaton Road in town limits?"

Council Member Jackson: "Yes."

Mayor Gomez: "The last I remember the council had to decide which roads need to be repaved. We can revisit that."

Ms. Fletcher: "Those potholes are so bad you can't even take the curb."

Mayor Gomez: "We will look into it."

Gary Bradley: "This town needs some clean up. The trees are so overgrown you can barely even walk on the sidewalk. That whole side is missing and grown up and it's dangerous to walk through there and that's all on Hwy 29."

Mr. Brown: "We will contact FDOT contractors. We just entered into an agreement with them a few months ago but this is the state we are dealing with. Maybe we can send Mr. Merchant and his team out there to do some stuff."

Mayor Gomez: "I would like to say congratulations and thank you for your service Mr. Cunningham and Ms. Lewis. Thank you for qualifying and stepping up to the plate."

Council President Lewis: "We would also like to thank you mayor."

11. Adjourn

With no further business to discuss Council President Lewis requested motion to adjourn

Council Member Sandra McMurray Jackson made the motion.

Council Member Cunningham seconded the motion.

No questions. The motion passed unanimously.

Meeting adjourned at 7:42 pm

Respectfully submitted,

**Bill List Review Minutes
Town Hall
June 18, 2024
6:45 p.m.**

**Council Members
Present:**

**Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Alicia Johnson**

Others Present:

**Mallory Walker, Administrative Assistant
Luis Gomez, Mayor**

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the review at 6:45 p.m.

1. Roll Call

Present at the Council Table were Council President Lewis, Council Member Alicia Johnson, Council Member Henry Cunningham, and Council Member Sandra McMurray Jackson. Also present at the Council Table was Mayor Luis Gomez Jr.

Council Member Shelisa McCall Abraham was present via conference call.

2. Bill List Review

Council President Lewis: "Any questions?"

Council Member Johnson: "What is this from Florida Gas Utilities, FGU. It says consulting services. What is that?"

Interim Town Manager Howard Brown: "FGU provides consulting services. Rate studies and how much it will cost. The last thing we discussed with them was the grant proposal. They were detrimental in getting the grant for us. Maybe this is miscoded."

Mayor Gomez: "I think so because we shouldn't have any consulting with them."

Mr. Brown: "We did a 6-month termination probably 4 months ago. Bobby Boyd is the consultant the town uses, and he was called in to train our existing staff to perform routine tasks. Our staff that deal with gas must be qualified and he comes and ensures the employees can fulfill their jobs."

Council President Lewis: "Is that where the consulting fee came from?"

Mr. Brown: "No, I think its miscoded, but we shouldn't pay it till we get it figured out unless Kristina Wood is on the line. We'll bypass it and bring it back up next meeting."

Council President Lewis: "Anything else for the Bill List?"

3. Adjournment

With nothing further to discuss Council President Lewis closed the Bill List Review at 6:54 p.m.

Respectfully submitted,

Council Meeting Minutes
Town Hall
December 12, 2023
7:00 p.m.

Council Members
Present:

Dynette Lewis, Council President
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson
Henry Cunningham

Others Present:

Leslie Howington, Town Clerk
Luis Gomez Jr., Interim Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and called the meeting to order at 7:00 p.m.

1. Open Meeting with Prayer

2. Pledge of Allegiance

3. Roll Call

4. Public Forum

Escambia County Department of Health

Health educators at the Tobacco division want to discuss a no smoking policy in public parks. They provided informational material.

Helen Mincy thanked Dale Long for working with her on the current project she is working on. Interim Mayor Gomez helped as well. Mincy purchased 60-70 trees but doesn't know when they'll be delivered.

Helen Mincy also shared that the parade was very nice.

Helen Mincy thanked Council Member Sandra McMurray Jackson and said we really appreciate you always looking out for the Town.

5. Ministerial Acts

a. Approval of Minutes

- January 17, 2023
- February 7, 2023
- February 21, 2023
- September 5, 2023

Council President Dynette Lewis requested a motion to approve the January 17, 2023, February 7, 2023, February 21, 2023, and September 5, 2023 Minutes.

Council Member Alicia Johnson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

b. Approval of December 12, 2023 Bill List

- December 12, 2023, Bill List

Council President Dynette Lewis requested a motion to approve the December 12, 2023 Bill List with the exception of Hawkins invoice 6639705.

Council Member Alicia Johnson made the motion

Council Member Shelisa McCall Abraham seconded the motion

No questions. The motion passed unanimously.

Council President Dynette Lewis turned the floor over to Interim Mayor Luis Gomez.

Interim Mayor Gomez requested to move the Interim Town Manager to the top of the list.

He has been thoroughly vetted, and the Council gave the green light to enter into a contract. Matt Dannheisser reviewed the contract.

Interim Mayor Gomez opened the floor for conversation.

Interim Mayor Gomez stated that some in the community questioned his credentials. He is here to respond.

Council President Dynette Lewis invited comments.

Council Member Shelisa McCall Abraham asked if we did a background check.

Town Clerk Leslie Howington stated we did not.

Interim Mayor Gomez interviewed each of the three candidates and this is the top candidate.

Council Member Shelisa McCall Abraham asked if the interview is considered a background check. Interim Mayor Gomez thoroughly vetted Mr. Brown.

Interim Mayor Gomez stated our local blogs have thoroughly vetted him.

Council Member Shelisa McCall Abraham stated that is not a reliable source.

Council Member Sandra McMurray Jackson stated after tonight, implement a background check.

Interim Mayor Gomez stated that is something Mr. Brown can implement and noted that this was the route the Council chose.

Interim Mayor Gomez stated this meeting is just to approve the contract. It is under budget. If the Council votes to hire him, he can work on issues with structure.

Council President Dynette Lewis stated that it should be procedural in the background check is something to perform.

Council Member Alicia Johnson suggested we might want to develop a policy for the future.

Interim Mayor Gomez stated if we hire this gentlemen to come to work, he will bring structure that we've never had.

Citizen said we are in the stone age for not having a background check. Every job everywhere has that in place.

Council Member Sandra McMurray Jackson noted it is time for a change.

Council President requested a motion to allow the mayor to sign the contract with Mr. Brown.

Council Member Shelisa McCall Abraham asked if the motion should be to allow Mayor Gomez to enter into an agreement with Local Government Consultant Group for Interim Town Manager services.

Council President Dynette Lewis requested a motion to that effect.

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion

No further questions. The motion passed unanimously.

6. Robert Hudson – Financials for October

Robert Hudson presented financials for October. Robert left the room.

Helen Mincy asked if hiring Mr. Brown will help Mayor get her street cleaned that she showed him many times. Interim Mayor Gomez will see where the guys are in the work list.

Robert Hudson returned to the room and spoke to Council on Financials for October.

Robert Hudson:

Only one month reporting. We do not have the Gas Fund because BP had a computer glitch and we don't know what to pay them.

General

\$1,700 short in our budget revenue, but we are \$5,000 less in expenditures. It's a 12-month budget worked on in the summer.

Special Revenue Fund

Budgeted for ARPA Funds, but not spent any, so no transfer has occurred.

Water Fund

Short of the budgeted amount for October. We have an operating transfer for the year. The \$99,000 is our bond transfer and gets transferred in September. Expenses are about \$11,000 under.

Garbage is over the budget by \$500.

Robert Hudson pointed out that we are working on getting approval from Matt Danhiesser and the auditor.

\$2.7 million debt that the General Fund opens to the special revenue fund.

Council President Dynette Lewis asked where the \$2 million came from.

Robert Hudson stated we addressed this when we did the Gas Fund and intended to do the General Fund the same way. Fixed assets were bought in the General Fund, and he has a list that wipes that out. An operating transfer should have been made from Special Revenue to refund the General Fund. We have an itemized depreciation schedule that Robert Hudson, Matt Danhiesser, and the auditor will meet to approve each one.

Interim Mayor Gomez recapped the history and wanted Mr. Hudson to settle it with the attorney and auditor. They did not sound enthused about your idea. We have been trying to clear this up since 2017.

Robert Hudson stated every year since then, the Council has approved the transfer of Special Revenue to reimburse the enterprise funds and General Fund.

There were no other questions on the financials.

7. Ben Townes, Architect – Carver Community Center Floorplan Options

Mr. Townes explained that he is there to present the best shape for the facility.

He passed out paper floorplans and had large floorplans on easels. The buildings are all the same square footage. He is there for feedback to see what the Town would like to see in the building.

1. The exact shape of the existing building. SHIPA does not like this because they do not want a replication.

Council Member Alicia Johnson asked what programs are planned. That will allow us to know how to use the space.

Council President Dynette Lewis responded that has not been determined yet.

2. Exact same size divided up differently.

Helen Mincy asked why things were moved around.

That is Ben Townes purpose tonight. The location of the building instructs the site. He and Dale Long recommend moving the building on the site.

Helen asked why there are five offices?

Ben Townes stated we can take them out. This is why we're today. To determine what is needed and wanted.

Ben Townes said we are here tonight to get a shape. That gives us options of what we can do on the site.

Council President Dynette Lewis likes the flexibility of having the large room. The large room could be partitioned off with removable walls.

Council Member Alicia Johnson said so much time has lapsed and prices are going up. She would like to see this moving forward.

Robin Phillips recalled that the meeting instruction was "just design something." We'd like to have guidance from citizens and the Council. Ben Townes is here today for guidance.

Robin Phillips was told it would be used for the same reason such as childcare. It is Covid funded and the State wants it built for testing.

Helen Mincy said it is the citizens. Why not leave it as classrooms?

Robin Phillips stated we're brainstorming. We can't rebuild it the way it is.

Helen Mincy stated we don't need five classrooms.

Council President Dynette Lewis said we are building it for the children.

Council Member Henry Cunningham stated this is not the final thing.

Council President Dynette Lewis asked if Ms. Mincy has looked at all of them.

Council Member Alicia Johnson said you're looking at the one the State does not like.

3. Large Room

Ben Townes stated we were asked to do one that basically replicates the Ag Building. One large room and a kitchen.

Interim Mayor Gomez like that one.

Mr. Smith, a citizen, stated that's what we need.

Robin Phillips said let's narrow down the options so Mr. Townes will know how to proceed.

Ben Townes stated moving the building closer to the woods is the best option.

Council President Dynette Lewis confirmed that all proposals are 6,600.

Ben Townes said that was the criteria that came from the last meeting. Use the same square footage.

Council Member Dynette Lewis suggested the partitions can temporarily create rooms.

Helen Mincy addressed Council Member Dynette Lewis. Ms. Mincy knows that building inside and out.

Interim Mayor Gomez noted that we need to modify the grant. We need to make a decision and move forward.

Council Member Shelisa McCall Abraham asked what is the time period to get started if we approve the building and the site.

Council President Dynette Lewis noted that Mr. Smith and Ms. Mincy could be on a committee.

Interim Mayor Gomez asked when is the end date.

Robin Phillips responded that the state sat on it so long, that it is already expired and is on the Mayor's desk to sign.

After lengthy discussion, a motion to approve floorplan B was requested. Then Dale Long can bring a site recommendation.

Ben Townes asked how to use the kitchen. Mr. Townes asked will there be a daycare, or afterschool, will we need several refrigerators.

Council President Dynette Lewis suggested the larger, fully operational kitchen with a convection oven, ice machine refrigerators and freezers.

Council President Lewis requested a motion to approve Floorplan B for the Carver Community Center Project.

Council Member Sandra McMurray Jackson made the motion.

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

8. Robin Phillips – Grant Modification and Extension

Robin Phillips amendment to Carver Community Center Grant to extend the time on the grant by one year.

Council President Dynette Lewis requested a motion to authorize Interim Mayor Gomez to execute the extension.

Council Member Alicia Johnson asked will they approve a longer time.

Robin Phillips stated she asked for this amendment in July and just received it. She will ask again.

Council Member Alicia Johnson made the motion

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Robin Phillips

The WWLS project to extend the grant for six months. It ends in January.

Pilgrim Lodge and Industrial Park.

Council Member Henry Cunningham made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

9. Leslie Howington – Resolution 12-2023 Garbage Rates

Town Clerk Leslie Howington read the Agenda Summary Sheet .

Details on the \$27.99

Council Member Dynette Lewis approved the 2024 rates of \$27.44 for garbage service and \$6.23 for a second can

Council Member Alicia Johnson does not agree with the increase.

Leslie Howington shared the 1-2023 and 12-2023 spreadsheets and explained that by resolution, Vernon Prather, added an administrative fee. These rates are all increased by the CPI of 5.25% in the Resolution.

Motion to pass the Resolution amended the to increase 5.25% to \$17.10 on Republic's garbage service and remain at last year's rates for the Curbside Debris \$6.99 and Service Fee \$3.35

Motion failed for lack of a motion. Will increase \$17.10. Last year's rates will remain the same because they were approved by the council.

10. Mayor Gomez – ARPA Purchases

Interim Mayor Gomez explained the benefit of the 2" pipe and the fact that the Town has to borrow from neighbors during emergencies. We have a vac truck that fills up fast. Interim Mayor Gomez recommended two. Leslie Howington reported Kevin Merchant not to exceed amount as \$1,650 each. \$3,300 for two.

Council President Dynette Lewis requested a motion to approve the purchase of two 2" mud pumps an amount not to exceed \$3,300.

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Interim Mayor Gomez stated we borrowed portable lights from a citizen. Last week, Kevin Merchant went to Ace Hardware and bought a small light. Kevin Merchant stated the light tower he has looked at is \$11,500 from USA Blue Book.

Interim Mayor Gomez stated the kerosene heater is \$450. When they are in a hole in waste deep water and it's cold, they need that.

Council President Dynette Lewis confirmed one of each.

Council President Dynette Lewis requested a motion to approve the purchase of the light tower for \$11,500 and the kerosene heater for \$450 for a total cost of \$11,950 an amount not to exceed. Purchase from ARPA Funds.

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Piggybacking was discussed. Leslie Howington explained charter.

Smith said state trumps the attorney's opinion.

Fedcorp

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

Leslie Howington read the contract.

No questions. The motion passed unanimously.

Read flooring. Tabled to get mirrored quotes.

Postage Machine tabled

Reviewed insurance hike

AC ongoing services.

Mr. Brown stated we must have a contract with the local vendor.

Interim Mayor Gomez requested an opportunity to call Preston Tate to clarify what the Town is looking for.

Mr. Smith stated prequalify more than one .

11. Mayor Gomez – Interim Town Manager

Agenda should be amended and Item 11 moved to Item 6.

12. Staff Reports

Leslie Howington stated Mr. Jowers provided two panels for the well. The Town has had them for five years. Mr. Jowers took them to his shop and one of the starters did not start up and needs to be replaced. It takes time to build them, so he wants to get it approved tonight. The anticipated cost is \$9,488 and can be funded through Legislation Appropriations.

The Town will pay and Legislative Appropriations will reimburse.

Council Member Alicia Johnson made a motion to get started as soon as possible in order for Mr. Jowers to order the soft start equipment and to pay out of Legislative Appropriations in the amount of \$9,8488.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

Tom there is no easement there. We hope to correct that between the town and the property owner and have an easement. The access from Hecker Road has been cut off.

Yoshida Street. Shows up on Google Maps.

Requested council approve in concept what Matt Dannheisser regarding an easement into APP.

After the Town Manager approves Mr. Dannheisser.

Council Member Alicia Johnson made the motion.

Council Member Sandra McMurray Jackson seconded the motion.

No questions. The motion passed unanimously.

13. Mayor's Report

Mayor Gomez wished everyone a Merry Christmas and invited them to the Town Christmas party.

14. Council Comments

Nothing for Council Comments

15. Public Forum

Mr. Brown thanked the Council for approving the contract and would like to meet individually with each Council Member in the next two weeks.

16. Adjourn

With no further business to discuss Council President Dynette Lewis requested a motion to adjourn the meeting.

Council Member Sandra McMurray Jackson made the motion.

Council Member Shelisa McCall Abraham seconded the motion.

No questions. The motion passed unanimously.

The meeting was adjourned.

Respectfully submitted,

**Bill List Review Minutes
Town Hall
April 16, 2024
6:45 p.m.**

Council Members
Present:

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Mallory Walker, Administrative Assistant
Luis Gomez Jr., Interim Mayor

Council President Dynette Lewis confirmed the advertisement of the Bill List Review and opened the meeting at 6:45 p.m.

1. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

2. Bill List Review

Council Member Sandra McMurray-Jackson: "Page 1 Gas Funds are over budget and General Funds are over budget due to field supplies. We are over on quite a few things. Florida Gas Utilities is over budget."

Kristina Wood: "FGU was the only thing budgeted and City Services was not."

Council Member Alicia Johnson: "Not a lift station should be under water."

Mrs. Woods: "Okay I will adjust it. The field supplies part is they had to put lights up at the habitat building or one of the parks had a lighting issue."

Dynette Lewis: "What is the lift station pump maintenance?"

Council Member Johnson: "We've been having problems with our lift stations."

Council Member Jackson: "Water is way over budget too."

Mayor Gomez: "Page 2 Central Water Works, will we recuperate anything?"

Council Member Johnson: "No, we will not. We're providing most of the water from the two pumps in town. I'm trying to figure out what's going on. We got an invoice

from Layne saying the took our booster pump repaired it then put it back but there's not one there so that can't be."

Council President Lewis: "You said you got that invoice?"

Council Member Johnson: "Yes, it's dated pretty recently within the last few months. There's definitely not one there though."

Council President Johnson: "Where were they saying it was?"

Council Member Johnson: "Where the bypass pump is now."

Council President Lewis: "What is this about, I see an invoice but I don't see the audit. In the general funds. Is Kristina still on?"

Mrs. Wood: "What's the question?"

Council President Lewis: "I see an amount for an audit for \$7,500 but I don't see it on the bills list."

Mrs. Wood: "I believe it's for the new auditors."

Interim Town Manager Cheryl Harrison-Lee: "Is that retainer they asked for in the contract?"

Mrs. Wood: "Yes ma'am."

3. Adjournment

With nothing further to discuss Councilin President Dynette Lewis closed the Bill List Review at 6:57 p.m.

**Council Meeting Minutes
Town Hall
April 16, 2024
7:00 p.m.**

Council Members
Present:

Dynette Lewis, Council President
Henry Cunningham
Sandra McMurray Jackson
Shelisa McCall Abraham
Alicia Johnson

Others Present:

Mallory Walker, Administrative Assistant
Luis Gomez Jr., Interim Mayor

Council President Dynette Lewis confirmed the advertisement of the Council Meeting/Bill List Review and opened the meeting at 7:00 p.m.

1. Open Meeting with Prayer

Council Member Henry Cunningham led the meeting in prayer

2. Pledge of Allegiance

3. Roll Call

Present at the Council Table were Council President Dynette Lewis, Council Member Sandra McMurray Jackson, Council Member Alicia Johnson, Council Member Shelisa McCall Abraham, Council Member Henry Cunningham. Also present Mayor Luis Gomez Jr.

4. Public Forum

Nothing for Public Forum

5. Ministerial Acts

• Approval of April 16, 2024 Bill List

Council President Dynette Lewis requested a motion to approve April 16, 2024 Bill List Review

Council Member Shelisa McCall Abraham motioned

Council Member Alicia Johnson seconded the motion

No questions.

The motion passed unanimously.

6. Robert Hudson - Financial Statements

Robert Hudson: "First of all some items on the bill list were over budget. We're still half way through the year. Sometime before the end of the year we'll call on council to designate how much money I need based on the budget to put back. So, with all that said are there any questions concerning the financial statements?"

April 16, 2024

Page 3 of 22

With no questions Mr. Hudson continued: "General funds first page in the middle of the page. We budgeted \$375,000 and have spent \$317,000. We're a little short on that. Gulf power doesn't give us anything in January or February. They pay us on a quarterly basis. Page 4 you'll see from October-February our total expense that was budgeted were under budget over all on the expense side of it. Special revenue. That's our L.O.S.T. funds. We use that money sometimes to purchase equipment. We've taken in \$112,000. We've extended \$8,000 of ARPA money. Water sewer funds revenues from the last 5 months show were a little under budget. We did budget the operating transfer into the special revenue. That's money coming in from ARPA. At the end of year our revenues will be more. Total expense Central Water Works is why we are over budget as far as water and sewer goes. Gas fund \$70,000 over budget. Should be reserve money left. Garbage fund always does well. We can't start too early on budgeting for next year. I think this year we should get started earlier and really have conversations with all the department heads so we can really get a good handle on the budget and budget for what is needed. If we're able to put a reserve in then that's going to give us some freedom and leeway to be able to handle whatever may pop up during the year that's unexpected. We've always went from the top down. This year I'd like to go from the bottom up. Start with what the bottom line should be and what we can put in reserves. It's going to show up a couple of things we can do to generate revenue. Revenue ensures we have the money to cover unexpected things that may come up and we'll already have it in the budgeted. Any questions?"

Mayor Gomez: "We had a snag in our last conversation about how they came up with those numbers. Any idea on how?"

Mr. Hudson: "I've looked at invoices, I've questioned, and I've called and as far as I'm concerned what I know is I don't know how they came up with it but the numbers are wrong."

Mr. Hudson: "Two things that have helped with the gas funds are having a fully executed contract and the new meters we had installed. At one time we were getting a certain quantity from BP maybe 30% less of what we were getting charged for. Since the new meters that's been fixed."

Mayor Gomez: "You may not be able to answer this question but what percent of the new meters have been installed?"

Mr. Hudson: "Should be 100%."

Mayor Gomez: "I'll get the answer somehow we need to figure out how many more need to be installed."

Mr. Hudson: "If they're not installed they should be laying on the ground somewhere."

Mr. Hudson: "Anymore questions I think in May we should start looking at next year's budget. Pass the budget in July. We'll talk more about putting some in a reserve. We need to have our minds set on how much we want to put in reserves. The water sewer fund is going to need more reserves cause there's more things that can go wrong."

7. Dale Long – Change Order No. 3 TOC MISC WW Phase 1

Dale Long: "We need the Mayor to sign the change order. There will be no cost for the town. You've already paid this is for Mr. Jowers to be able to begin his work."

Mayor Gomez: "There is no cost to the town. They just need me to sign the change order."

Council President Lewis requested a motion for Mayor Gomez to sign Change Order No. 3 TOC MISC WW Phase 1

Council Member Abraham motioned

Council Member Henry Cunningham seconded the motion.

No questions. The motion passed unanimously.

8. Mayor Gomez – Laptop Purchase

Mayor Gomez: "Council as you notice we have Teams. We're going to have Teams in our meetings in the future. Mr. Brown requested that Leslie Howington reach out to Southern Computers and try to purchase a laptop. Request is for Ms. Howington to get a laptop to serve multiple purposes. These are the options and it supposed to come out of ARPA. Depending on who's going to be using it. Mr. Brown can you elaborate a little more?"

Mr. Brown: "So, there is no laptop. We need a laptop there that has the capability to communicate that's the reason why this purchase is necessary."

Mayor Gomez: "So, this will be a one-time purchase. It will be assigned to the Clerk's office for Teams and Zoom. I don't know which one Ms. Howington would prefer. The recommendation is to select. This is a one-time purchase from ARPA funds."

Council President Lewis: "What's the difference between the two?"

Mallory Walker: "The second one has higher resolution and quicker download times."

Council Member Abraham: "I did research on both of them and in my opinion the first one will be fine unless we are taking it off site but the first one will serve our purpose just fine."

Council President Lewis: "The accessories are for either of them?"

Ms. Walker: "Yes."

Council President Lewis: "Cause of the fact you just said it will assigned to the Clerk's office and won't be taken off site."

Mayor Gomez: "I'm saying it'll be for the office and not a personal laptop."

Council President Lewis: "What is the percentage of maybe having to take it off-site?"

Mayor Gomez: "I do not know. Ms. Howington would work from home sometimes."

Council President Lewis: "We want that capability but why wouldn't the first one have that? I just need something to support spending a \$1,000 more."

Council Member Abraham: "They have the same graphics they both have touch screen."

Council Member Johnson: "So, they're very similar?"

Council Member Abraham: "Yes."

Council President Lewis requested a motion to purchase the Dell Latitude 5540 from ARPA Funds

Council Member Johnson motioned

Council Member Abraham seconded the motion.

No questions.

The motion passed unanimously

Council Member Abraham: "Are there any policies regarding laptops or any security policies?"

Ms. Walker: "Not to my knowledge."

9. Howard Brown - Discussion of the Southern Computer Contract and Authorization to renegotiate with Southern Computers or solicit proposals for IT services

Mr. Brown: "Good evening, Madam President and Town Council. The town currently has a contract with Southern Computers. This will allow Mayor to renegotiate with Southern Computers or solicit other IT services. Our issue is we don't know what Southern Computers offers as far as security services. We would like for the Mayor to be able to renegotiate this contract or solicit other proposals. That's all I have. Any questions?"

Council President Lewis: "Just to clarify you did say to renegotiate with Southern Computers or solicit other proposals?"

Mr. Brown: "Yes."

Council Member Abraham: "Has the current contract ever been reviewed by our attorney?"

Mr. Brown: "I don't think so but any contract like this should be looked at by our attorney. We'll make sure that happens in the future."

Council President Lewis: "So, do we need to renegotiate prior to that to the attorney reviewing it?"

Mr. Brown: "If we were authorized to renegotiate the contract then the attorney would be involved."

Council President Lewis: "Do we already have any other computer services in mind?"

Mr. Brown: "Well, we just brought in the procurement service and they hit the ground running so this is something they could handle."

Council President Lewis: "Okay."

Council Member Abraham: "How much time do we have to renegotiate with Southern Computers?"

Mr. Brown: "2025 but we have to give them 6 months notice."

Council President Lewis: "Any questions?"

No questions

Council President Lewis request motion to authorize Mayor Gomez to renegotiate contract with Southern Computers.

Council Member Henry Cunningham motioned

Council Member Abraham seconded the motion

No questions. The motion passed unanimously

10. Howard Brown - Authorization to allow the Mayor to negotiate a contract with City Services for a one-year period. (This item will be brought back to the Town Council for final approval)

Mayor Gomez: "I'm going to try to explain this in a way everyone understands what the issue is. Back in October we had issues in the gas department where we weren't compliant and our staff could not handle the tasks. So, we reached out to City services to get ourselves in compliance. Council approved it and City Services did a great job but after the compliance they were still doing work. When I asked for the contract I got a copy of the old one so basically right now we don't have a contract with City Services and we need to consider doing a new contract. If there are no objections, I think we can move forward with City Services."

Council President Lewis: "How long, one year?"

Mayor Gomez: "We'll start fresh. We'll get a new contract and get Matt Danhiesser to review it and return it to council when we decide but we need a new contract."

Council President Lewis: "Any questions?"

Council Member Abraham: "Are we going to renegotiate the contract?"

Mayor Gomez: "We do not currently have a contract with them."

Council Member Johnson: "So, you need a motion to allow you to negotiate a contract with City Services?"

Mayor Gomez: "Correct."

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate a contract with City Services for a one year period.

Council Member Abraham motioned

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously.

11. Howard Brown Authorization - to allow Mayor Gomez to retain the services of Ms. Elizabeth Joy to provide interim town clerk services for a period not to exceed six (6) months

Interim Town Manager Cheryl Harrison-Lee: "We are asking for authorization for Mayor Gomez to retain the services of an interim town clerk for a period not to exceed six months. Retired town clerks. Authorization to reach out to Florida League of Cities for assistance."

Council President Lewis: "Does anyone have any questions?"

Citizen Emma Fletcher: "I have a question, is Leslie no longer the town clerk?"

Mayor Gomez: "Yes Ms. Howington is still the town clerk. She's out for a couple of weeks. There's a lot of work and its getting overwhelming so we're calling in a temp to asses and see how we can keep things moving and help get caught up. That's why I reached out to get a certified and qualified person to help get us out of this mess."

Council President Lewis: "We're not needing a town clerk we're just need assistance?"

Mayor Gomez: "Ms. Howington is out so, we need help ASAP. I'm not at liberty to discuss why Ms. Howington isn't here but we need help whether she's here tomorrow or not."

Council President Lewis: "Is this in our budget and how are we paying for it?"

Mayor Gomez: "ARPA but it would also be a contract. We can do it for 2 days a week or one day a week whatever we may need."

Mr. Brown: "Can I say something?"

Council President Lewis: "Yes."

April 16, 2024

Page 9 of 22

Mr. Brown: "Several months ago the town purchased this software called CivicPlus. CivicPlus is an agenda software that should already be in place. We need a clerk who's already familiar with the software."

Council President Lewis requested a motion to authorize Mayor Gomez to retain temp services for interim town clerk services not to exceed 6 months.

Council Member Johnson motioned.

Council Member Jackson seconded the motion.

Council Member Abraham: "I don't think this should be as a contract for an interim town clerk you can go through Florida League of Cities and get a temp."

Interim Town Manager Harrison-Lee: "This is going to be someone who is already certified and maybe they are retired. This is not going through a temp services but someone who is trained in municipal services such as a retired town clerk."

Council Member Abraham: Then I vote yes.

No further questions. The motion passed unanimously.

12. Howard Brown - Allow Mayor to negotiate and execute agreement with Pensacola Energy Services to assist with backfilling the recently vacated position of Gas Superintendent

Mr. Brown: "So, this is to authorize the mayor to negotiate and hopefully make an agreement with Pensacola Energy to help backfilling the recently vacated position of the Gas Superintendent. On a short basis while we look for a new Gas Super, so this gives mayor authority to talk with Pensacola Energy."

Council President Lewis: "Any questions?"

Council Member Johnson: "Would they be providing a person to fill this position until we were able to hire someone for the position?"

Mayor Gomez: "It's sort of like getting enough help just in case. There are more choices on the agenda. It's going to be up to the council. This is just to explore and maybe make an agreement with Pensacola Energy."

Council Member Johnson: "So, we wouldn't actually enter a contract?"

Mr. Brown: "No, it's just an option if we can get an agreement with the Town of Jay or City Services we may not need this but this is just for another option."

Council President Lewis: "So, why is it two separate items instead of one?"

Mr. Brown: "Town of Jay is not for gas. This item is to authorize an agreement with Pensacola Energy services."

Council President Lewis: "Both of those items say the same thing. Item 11 and 12. (Agenda was amended on Friday. Items being discussed were 12 and 13)"

Mayor Gomez: "This is just to explore services with Pensacola Energy. Do you want to move passed this and go to item 13 because I can explain item 12. Monday I found out we had talked to Jay and it was brought to my attention we had an Interlocal Agreement (ILA) 2-3 years ago and it was never executed. Jay revised the ILA that was from 3 years ago and it's not just for gas. We have an agreement that we can use their equipment if needed and they can use ours or if we need a guy they send one over and vice versa our gas man is going on vacation next week and the superintendent resigned 2 weeks ago. So, Jay is going fill that position for us this ILA should have already been in place 3 years ago. They had their meeting last night and approved it. I'm trying to clear it up cause it's not the same as Pensacola Energy they will back fill and help us out."

Council Member Johnson: "City Services can provide the same thing so we could just use them?"

Mayor Gomez: "City Services knows the town better. There's a compliance problem that we're going to have to fix this year either City Services can do it or Pensacola Energy. FGU wasn't doing it anyway."

Council President Lewis: "I want to make sure were sticking to the issue. So, we have 3 separate options Pensacola Energy Services, City Services, and Town of Jay?"

Mayor Gomez: "City Services is working without a contract we need to get that fixed first."

Council Member Johnson: "There's no cost associated with the Town of Jay?"

Council Member Abraham: "Contract says no."

Council President Lewis: "So, you're basically just wanting options."

Council Member Johnson: "Say we need something major and Town of Jay doesn't have it but Pensacola Energy does. It would be nice to have that option."

Council President Lewis: "Back to item 11. I think we lost our motion."

Council Member Johnson: "Will there be monthly service fee?"

Mayor Gomez: "Whatever is decided it will come back to council first."

Mr. Brown: "It's on the agenda because we need a plan of action if were in this situation again."

Council Member Johnson: "It's not clear, will there be a recurring fee or not?"

Council President Lewis: "Pensacola Energy only provides gas correct?"

Mr. Brown: "Pensacola Energy doesn't own anything in Century."

Mayor Gomez: "Question Mr. Brown, are we 100% with new gas meters?"

Mr. Brown: "No, there's still about 2/3 of those meters that need to be replaced."

Council President Lewis: "Any questions?"

Council President Lewis requested a motion to authorize Mayor Gomez to negotiate an agreement with Pensacola Energy.

Motion died on the table.

13. Howard Brown - Allow Mayor to explore the opportunity with the Town of Jay to negotiate an Intergovernmental Agreement to provide emergency services for the recently vacated Gas Superintendent position at The Town of Century. (This item will have to be ratified by the Town Council.)

Mr. Brown: "We request you allow the mayor to negotiate an ILA with the Town of Jay."

Mrs. Harrison-Lee: "This will allow the town to borrow equipment and the town does not pay compensation for those items we don't charge you, you don't charge us."

Mayor Gomez: "We didn't have time to include the new contract. They sent us over it was drafted last night."

Council President Lewis requested a motion to authorize Mayor Gomez to entered into an ILA with the Town of Jay.

Council Member Abraham motioned.

Council Member Cunningham seconded the motion.

No questions. The motion passed unanimously.

14. Mayor Gomez - Camp Fire Emergency Agreement

Mayor Gomez: "This is requirement from Camp Fire and it is renewed every year. The recommendation is to renew."

Council Member Abraham: "We provide shelter from storms."

Council President Lewis requested a motion to renew Emergency Agreement with Camp Fire.

Council Member Abraham motioned

Council Member Alicia Johnson seconded the motion

No questions. The motion passed unanimously.

15. Mayor Gomez - Policies (comp time, sick leave, on call, vacation, utility bill)

Mayor Gomez: "Okay, this is touchy situation. The polices I put on the agenda are comp time, sick leave, vacation time, on call time, and utility bills. There is a 1993 handbook that

shows all the policies. Somewhere in the process things have been misinterpreted. The policy in the handbook states there is 2 hour call out Monday thru Friday.”

Council Member Johnson: “If they have an emergency and have to go out even if it's for 15 minutes they get paid for 2 hours if they employee is on call.”

Council President Lewis: “That's in the policy? Council Member Johnson: I don't know.”

Council President Lewis: “I don't see anything.”

Council Member Johnson: “That's how it's traditionally done.”

Mayor Gomez: “Throughout the years employees have received two hours if they are on call Monday thru Friday.”

Council President Lewis: “Two hours for what?”

Mayor Gomez: “If you're on-call you get 10 hours Monday-Friday.”

Council President Lewis: “What are the two hours for? Just being on-call?”

Mayor Gomez: “Yes, just being on call. Saturday and Sunday if you're still on-call you get 4 hours but if you're never called out you'll still receive 18 hours. If you're called out for 5 minutes you're sill going to get 2 hours but some people are claiming two hour of OT and two hours of straight pay. If you're on sick leave can you be on call?”

Council all agreed no.

Mayor Gomez: “Basically that's where we're at but I want us to abide what's in the handbook. We need a written policy that is approved by council.”

Council Member Johnson: “Do we have a policy to look at? Can we do that tonight?”

Council President Lewis: “It's hard to look at a policy that we don't have. Where are we coming from with this?”

Council Member Abraham: “We can't make a change to something that we don't have. On-call and comp time are all very normal but we need something to look at.”

Council President Lewis: “With on-call there are several guidelines we need to be looking at. Call Out time means you're on call. It means I call you in for 5 minutes you the two

hours but if you're on call and not doing anything then you can just decide to lay out on the beach and get paid for it."

Council Member Johnson: "But you can't because you have to respond within 45 minutes so there's limits on what you can and can't do."

Council President Lewis: "But not for everyone there's not."

Council Member Johnson: "I understand that but that is the purpose of the on call."

Council President Lewis: "It's not quoted in the policy at all so I can't say someone is doing something incorrectly cause I don't know where this policy is coming from. I need to know where its coming from."

Mayor Gomez: "Let me ask you all a question one at a time. Can you be on call when you're sick?"

All council members said no.

Council President Lewis: "We can't go on opinion."

Council Member Abraham: "No you can't be sick and on call."

Mayor Gomez: "Can a person be on call during vacation?"

All council member said no.

Mayor Gomez: "Let's get back to if you're on call and its Monday and its after hours. If I work 30 minutes how much am I charging?"

All council members said 2 hours.

Council President Lewis: "Different places do over time differently."

Mayor Gomez: "Are you going to get 2 straight hours and then two more cause you're on-call but there's nothing supporting what I'm saying. If you worked 60 hours you're going to have 18 on call hours added but one department gets 26."

Council Member Johnson: "Why the difference? Mayor Gomez: That's the way it's been being done."

Council Member Abraham: "We can't make decisions without a policy."

Ms. Harrison-Lee: "You need a new policy. We look at federal guidelines. My recommendation is that you ask Mr. Brown and I to bring a new policy to you to have council review. We don't have a policy saying one department gets 2 and the other gets 4."

Council President Lewis: "Something has happened somewhere and the problem is our employees have become accustomed to getting paid a certain way and now we're having to change it."

Council Member Abraham: We have to have a policy.

Ms. Harrison-Lee: "You need a policy from the council and not from staff. You have policies that are executed by people that not over the govern body members. Members being Mayor and council members. We take policy from govern body and we execute it. What you have taking place now is someone saying we get paid this and it's a liability to the town to call someone out who is on sick leave so it's problematic."

Council President Lewis: "Not only if you're on sick leave you're getting paid for sick leave and on call pay."

Ms. Harrison-Lee: "Yes, and I would never as a town manager ever call someone out who's on sick leave."

Council President Lewis: "Where are we at?"

Council Member Abraham: "Making a motion."

Ms. Harrison-Lee: "Mr. Brown and I will get it done. If you have something you want to be looked at email it to Mr. Brown."

Council President Lewis requested a motion to approve Interim Town Managers Cheryl Harrison-Lee and Howard Brown to provide a policy.

Council Member Johnson motioned.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Council President Lewis requested for no questions until public forum.

16. Mayor Gomez - Webber contract

Mayor Gomez: "This is for a contract to mow the grass and the medians between Century and Molino. Webber was doing it but now they pay us to do it. Kevin Merchant came to me and said that the town is losing money. The contract is in the packet. We have two options here: continue to cut it or to let them cut it. If Mr. Merchant decides he doesn't want the Town to continue we'll tell Webber we want to cut our own grass."

Council Member Johnson: "How are we losing money?"

Kevin Merchant: "It puts a lot of wear and tear on the mowers and the man power. It just doesn't add up. We need a counter offer that works for the town."

Council President Lewis: "Why did Webber start cutting it?"

Council Member Johnson: "They have a contract with FDOT."

Mr. Merchant: "Why can't we negotiate and be the contractor?"

Mayor Gomez: "We just hired a procurement agency. Maybe they can handle it. It's up to council to either accept it or reject it."

Council President Lewis requested a motion to table the Webber contract.

Council Member Cunningham motioned.

Council Member Jackson seconded the motion.

No questions. The motion passed unanimously.

17. Staff Report

Nothing for Staff Report

18. Mayor's Report

Mayor Gomez: "The fireworks last year were in Flomaton. This year they will be in Century. We have \$8,000.00 for the festivities. The fireworks company has 2 days available Friday the 5th and Saturday the 6th. The showing on the 5th is \$10,000.00 and the showing on the 6th is \$15,000.00. Flomaton contributed. This year we have \$8,000.00 and Flomaton has

April 16, 2024

Page 17 of 22

\$5,000.00 for a total of \$13,000.00. The Flomaton clerk wants to help. Mr. Brown negotiated for us to get the \$15,000.00 show for \$13,000.00. We need to decide between the 5th and the 5th. I'm pushing for Friday the 5th because by Saturday everyone is going to be tired and wanting to head back home. If Council will give me permission to lock in Friday the 5th. We'll have enough time to reach out and add everything. The festivities will be at Showalter Park."

Council voted on Friday, July 5th. \$13,000.00 for fireworks show.

Council Member Jackson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Mayor Gomez: "Staff has started sending stuff to HCT auditors and we are working on a list they gave us. We're going to get it done on time this year."

Mayor Gomez on meeting with DEP: "We had a lot of issues and we called in U.S Water. They are working on it and doing a great job of catching up. The meeting was very strict and it doesn't feel like we're out of the woods yet. Overall it was a good meeting cause they didn't penalize us. Ms. Johnson has been working pro bona and we need to let her go back to her everyday life. We reached out to two vendors to help with day to day operations."

Council Member Johnson: "I can explain what we need. What U.S. Water and Clear Water Solutions will provide to us. It's procurement services not just the super position. It's total operations overall. I am unable to continue in that role so with council approval we're going to turn over operations until we can fill the position. It's a surprise to me we haven't had more interest in the position. It's in the towns best interest to have a contract company to keep us in compliance until we can fill the position and once we do we can release them from the contract."

Mayor Gomez: "We understand. I have this for the council."

Mayor Gomez gives packet containing information on Clear Water Solutions to the council.

Ms. Harrison-Lee: "In light of the fact that Ms. Johnson is going back to her life we need to have someone oversee operations. Clear Water Solutions can provide that. This is a critical issue because you don't want to lose the ability to operate your own plant. We're asking for authorization for mayor to start a contract with CWS".

Council Member Johnson: "This is for Water and Wastewater?"

Council Member Abraham: "It's \$240,000.00 for one year. Will we need them for a year?"

Council Member Johnson: "Hopefully not. Century gets a lot of bad press and it scares people. It's best to rebuild our operation. People need to feel comfortable taking the position. We need to make sure we're covered. It's hard to say how long it will take."

Council President Lewis: "This is monthly and not yearly?"

Council Member Johnson: "It's for a year but there's a clause saying if we hired someone then we can release the contract with a 90 day notice."

Council President Lewis: "So it's \$19,000.00 monthly and not \$240,000.00 all at one time?"

Ms. Harrison-Lee: "Yes, and it could boost your applicate pool but they may need 90 days of additional support."

Council Member Jackson: "This will cover everything?"

Ms. Harrison-Lee: "Yes."

Council President Lewis requested a motion to authorize mayor to sign a contract with Clear Water Solutions.

Council Member Johnson made the motion.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

19. Council Comments

Council Member Abraham: "FBC LEO was a very valuable experience. I met Mayors and council members from all around. I got a list of resources and a list of grants. I've been invited back and they will pay for it. Fast Fly is in May."

Council President Lewis: "Where is it?"

Council Member Abraham: "Washington, D.C."

Ms. Harrison-Lee: "Need a motion to approve to attend."

Council President Lewis: "What is the dollar amount?"

Council Member Abraham: "Registration is \$100. It's a 2-night stay and the flight. Representatives at the White House."

Council President Lewis: "Do we know the cost of last year and is it in the budget? When is it?"

Council Member Abraham: "May 22nd."

Council President Lewis: "What is the benefit to the Town?"

Council Member Abraham: "We have a voice at the table and weekly calls to the White House."

Council President Lewis: "And our voice is being heard? Council Member Abraham: Yes ma'am."

Council President Lewis: "We don't know exact dollar amount. What amount not to exceed?"

Council Member Johnson: "Probably \$800.00. Do we have that in our budget?"

Council President Lewis: "I don't think in education. Mayor Gomez: We have a separate budget for travel."

Council President Lewis requested a motion to approve the trip for Council Member Abraham's trip Washington, D.C. for Fast Fly In not to exceed over \$800.00

Council Member Johnson motioned.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

Nothing further for council comments.

20. Public Forum

Mr. Merchant: "How much will the Town assist with Clear Water Solutions?"

Council Member Johnson: "To the extent that we've been doing. According to your schedule the operators will reach out to you if they need your assistance."

Mr. Merchant: "Just to be clear about the pay for the men, is on call pay no more?"

Council President Lewis: "Things will not change until something is put into place but what has been going on will change."

Mayor Gomez: "We need a change tonight. We don't have a policy saying 4 hours."

Council President Lewis: "So how do we proceed?"

Mayor Gomez: "Whatever we have to do. I would appreciate if council would rectify this situation."

Council Member Abraham: "There's no automated time clock?"

Council President Lewis: "Someone should be keeping track of their hours. The supervisor holds the responsibility."

Mayor Gomez: "If you have 20 hours of overtime someone has to authorize it. They write down what they think they should make."

Council Member Abraham: "But they don't have to turn that in? If they call out who are they calling out to?"

Mayor Gomez: "We had some issues cause one employee got paid overtime, call out, and sick pay at one time."

Council President Lewis: "That's not that persons fault."

B.J. Johnson: "I was the one on call. I was sick but I still had to answer. The Highway 4 project had to have a supervisor. I had to get out there even though I was sick."

Council President Lewis: "If you're on call and you went out to work that sick time should have stopped."

Mr. Johnson: "They are holding 240 hours of mine hostage."

Mayor Gomez: "That is a false statement. You accrue sick time and vacation time. He was short by September of his 10 years. So he gets 2 weeks of vacation and 2 weeks of sick and it was told to me that is rolls over but I have yet to see a policy."

Mr. Johnson: "I have an email from Gomez right here where he approved it to be roll overed."

Mayor Gomez: "I have signed several things but you can have all the emails you want unless it's been approved by council it doesn't matter."

Council President Lewis: "We're not going to continue to discuss this."

Mayor Gomez: "He was over paid the first week."

Council President Lewis: "We're done with this discussion."

Gary Bradley: "I came to talk about cleaning out the ditches in city limits."

Mr. Merchant: "When we have the time."

Emma Fletcher: "That building isn't secure."

Council President Lewis: "What building?"

Emma Fletcher: "The water plant on Henry Street."

Council Member Johnson: "The door blows open and I will go by after this and close it."

Gary Small: "I was told this week we won't get paid for on call and overtime, is that correct?"

Mayor Gomez: "Yes."

Mr. Small: "Why?"

Mayor Gomez: "I am going out of town. Everyone will receive 40 hours and get the over time on Monday. I told Mr. Merchant that."

Mr. Merchant: "I did not have time to tell everyone."

Mr. Small: "Granted when you're on call you get 2 hours no matter what but what you don't understand is that when you're on call you have to sit at the house with your phone constantly on you. You can't do anything. It's not something that I asked for and I don't

have problem doing it but what I do have a problem with is not getting paid for it. It's going to be really hard to answer my phone for the next two days if I'm not getting paid."

Mayor Gomez: "What are you not getting paid for?"

Mr. Small: "You're saying you're not going to pay on call."

Mayor Gomez: "That's not what I said. Everyone gets a 40 hour check on Friday."

April 16, 2024

Page 22 of 22

Council President Lewis: "Mayor Gomez your point has been made. Anything else?"

Mr. Small: "I'm sorry I'm confused. I've been on call all week and he's saying I'm not getting paid for it this week. I'm on vacation next week. It'll be 2 weeks before I get paid for it."

Council President Lewis: "It's not his fault you're going to be on vacation. All he can do is uphold his part that you will get paid next week."

Mayor Gomez: "The problem is every check requires two signatures. Leslie is not here. Kristina is the only one who can sign checks. That's why we cut the 40-hour checks. I am going out of town to bury my only sister."

Council President Lewis: "Anything else?"

21. Adjournment

Council President Dynette Lewis requested a motion to adjourn.

Council Member Jackson made the motion to adjourn.

Council Member Abraham seconded the motion.

No questions. The motion passed unanimously.

The meeting adjourned at 9:36 p.m.

Respectfully submitted,

Town of Century
March 04, 2025
Bill List

Section 5, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			ARPA Fund						
ARPA Expenses	ARPA Expenses	ARPA Fund	Aclus Engineering	\$3,400.00	5103	February			
			Total	\$3,400.00					
			Gas Fund						
401-32-5-27001	Natural Gas Purchases	Gas Fund	BP Energy Company (monthly invoice-varies)	\$25,915.29	21394754	January		\$58,388.55	\$90,000.00
401-32-5-27002	Transportation Charges	Gas Fund	Gulf South Pipeline Company (monthly invoice-varies)	\$7,457.56	9435	January		\$18,633.20	\$45,000.00
401-32-8-55000	Audit	Gas Fund	HCT Certified Public Accounts & Consultants (retainer for fy 2024)	\$1,465.62	3012124	February		\$1,465.62	\$5,000.00
401-32-4-10000	Telephone Gas	Gas Fund	Sunshine State One Call of Florida (locates-gas)	\$63.85	1044743	January		\$1,065.52	\$3,000.00
			Total	\$34,902.32					
			General Fund						
100-12-4-61000	Office Equipment Maintenance	General Fund	CIT (canon copier)	\$188.82	46481436	February		\$16,965.42	\$22,000.00
100-12-8-10002	Consulting Services	General Fund	Emerald Coast Regional Council (monthly invoice-varies)	\$880.00	8522	January		\$11,304.00	\$50,000.00
100-41-4-31001	Street Lights	General Fund	Escambia River Electric Cooperative (street lights, boat ramp)	\$393.76	1119001	January		\$11,155.76	\$25,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Harris Business Machines (canon copier copies)	\$336.91	426408	February		\$16,965.42	\$22,000.00
100-12-8-14000	Audit	General Fund	HCT Certified Public Accounts & Consultants (retainer for fy 2024)	\$5,862.50	3012124	February		\$5,862.50	\$16,000.00
Grant Expense	Grant Expense	General Fund	Municipal Engineering Services (Freedom Road Bridge Replacement)	\$36,576.00	250012	February			
100-12-8-10003	Engineering	General Fund	Municipal Engineering Services (NPDES/MS4 Annual Report 2023-2024)	\$3,549.00	25008	February		\$6,264.75	\$20,000.00
100-12-5-40000	Membership Fees	General Fund	Northwest Florida League of Cities (2024-2025 Membership Fees)	\$150.00	2024-605	October		\$150.00	\$3,000.00
LOST Funds	LOST Funds	General Fund	Parish Tractor (Kubota 4 WD Tractor)	\$87,903.75	2834253	December			
100-12-5-27000	Operating Supplies Admin	General Fund	Philip May Co (envelopes)	\$31.95	161701	February		\$6,198.02	\$20,000.00
100-41-4-68001	Field Supplies Street	General Fund	Philip May Co (gatorade)	\$199.95	161610	January		\$1,649.24	\$12,000.00
100-72-5-27002	Field Supplies Park	General Fund	Philip May Co (gatorade)	\$199.95	161611	January		\$1,211.75	\$10,000.00
100-41-5-31000	Street Signs	General Fund	Red Bud Supply (Town Clerk Parking Sign)	\$86.89	187581	February		\$737.07	\$3,000.00
100-72-5-27002	Field Supplies Park	General Fund	Roads Inc. of NWF (clay)	\$112.00	233223	February		\$1,323.75	\$10,000.00
100-41-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (seeting up Quickbooks, email on phone)	\$386.89	20806	February		\$16,965.42	\$22,000.00
100-12-4-10003	Alarm System Fire Ag Bldg	General Fund	Total Fire Protection (quarterly fire sprinkler invoice)	\$245.00	12526211	February		\$1,355.00	\$2,400.00
100-41-4-67004	Equipment Maintenance Large	General Fund	Vermeer Southeast (valve kit, freight)	\$704.46	1281442	February		\$4,907.70	\$10,000.00
			Total	\$137,807.83					

Town of Century
March 04, 2025
Bill List

Section 5, Item B.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Water Fund						
402-36-4-76002	Testing Sewer	Water Fund	Eurofins Environmental Testing (testing samples)	\$320.00	4000155344	February		\$6,130.00	\$15,000.00
402-36-8-20000	Audit	Water Fund	HCT Certified Public Accounts & Consultants (retainer for fy 2024)	\$4,396.88	3012124	February		\$4,396.88	\$9,000.00
402-36-8-10003	Engineering/Surveying	Water Fund	Municipal Engineering Services (Consent Order)	\$1,725.00	250009	February		\$17,359.31	\$20,000.00
402-36-8-10003	Engineering/Surveying	Water Fund	Municipal Engineering Services (Miscellaneous Engineering Services)	\$2,586.00	250007	February		\$17,359.31	\$20,000.00
Grant Expense	Grant Expense	Water Fund	Municipal Engineering Services (WW System Misc Impr Phase II)	\$6,676.80	250010	February			
			Total	\$15,704.68					
			Grand Total	\$191,814.83					

Bill List

Account Number	Account Name	Amount
	ARPA Fund	
ARPA Expenses	ARPA Expenses	\$3,400.00
	Total	\$3,400.00
	Gas Fund	
401-32-5-27001	Natural Gas Purchases	\$25,915.29
401-32-5-27002	Transportation Charges	\$7,457.56
401-32-8-55000	Audit	\$1,465.62
401-32-4-10000	Telephone Gas	\$63.85
	Total	\$34,902.32
	General Fund	
100-12-4-61000	Office Equipment Maintenance	\$912.62
100-12-8-10002	Consulting Services	\$880.00
100-41-4-31001	Street Lights	\$393.76
100-12-8-14000	Audit	\$5,862.50
Grant Expense	Grant Expense	\$36,576.00
100-12-8-10003	Engineering	\$3,549.00
100-12-5-40000	Membership Fees	\$150.00
LOST Funds	LOST Funds	\$87,903.75
100-12-5-27000	Operating Supplies Admin	\$31.95
100-41-4-68001	Field Supplies Street	\$199.95
100-72-5-27002	Field Supplies Park	\$311.95
100-41-5-31000	Street Signs	\$86.89
100-12-4-10003	Alarm System Fire Ag Bldg.	\$245.00
100-41-4-67004	Equipment Maintenance Large	\$704.46
	Total	\$137,807.83
	Water Fund	
402-36-4-76002	Testing Sewer	\$320.00
402-36-8-20000	Audit	\$4,396.88
402-36-8-10003	Engineering/Surveying	\$4,311.00
Grant Expense	Grant Expense	\$6,676.80
	Total	\$15,704.68
	Grand Total	\$191,814.83

Bill List

Payee	Amount
Aclus Engineering	\$3,400.00
BP Energy Company	\$25,915.29
CIT	\$188.82
Emerald Coast Regional Council	\$880.00
Escambia River Electric Cooperative	\$393.76
Eurofins Environmental Testing	\$320.00
Gulf South Pipeline Company	\$7,457.56
Harris Business Machines	\$336.91
HCT Certified Public Accounts & Consultants	\$11,725.00
Municipal Engineering Services	\$51,112.80
Northwest Florida League of Cities	\$150.00
Parish Tractor	\$87,903.75
Philip May Co	\$431.85
Red Bud Supply	\$86.89
Roads Inc. of NWF	\$112.00
Southern Computer Services	\$386.89
Sunshine State One Call of Florida	\$63.85
Total Fire Protection	\$245.00
Vermeer Southeast	\$704.46
Grand Total	\$191,814.83

Section 5, Item B.

ORIGINAL DOCUMENT HAS RED KEYHOLE ICON THAT DISAPPEARS WITH HEAT

TOWN OF CENTURY
CONTROLLING ACCOUNT
7995 N. CENTURY BLVD. 850-256-3208
CENTURY, FL 32535

UNITED BANK
207 SPRING ST. STE. 14
JAY, FLORIDA 32565

2/25/2025

PAY TO THE ORDER OF **Town of Century**

\$ **71,326.00

Seventy-One Thousand Three Hundred Twenty-Six and 00/100 ***** DOLLARS

Town of Century

Alicia L Johnson
Kristina Wood
AUTHORIZED SIGNATURE



MEMO **Request for Funds #7**

⑈019900⑈ ⑈062102098⑈ 023308840⑈

TOWN OF CENTURY **019900**

Town of Century **Request for Funds #7** 2/25/2025 **71,326.00**

DEPOSIT TICKET TO BE USED FOR DEPOSIT TRANSACTIONS ONLY

Town Of Century
CDBG #22CV-507
PO Box 790
Century, FL 32535

DATE 2-25-2025



61-209/621

CASH INCLUDING COINS **71326.00**

List Checks _____
Singly _____

TOTAL ITEMS OR TOTAL FROM REVERSE
SUB TOTAL _____

LESS CASH RECEIVED _____

\$ **71326.00**

⑈062102098⑈⑈001620121012⑈

71,326.00 9499

TOWN OF CENTURY **019900**

Town of Century **Request for Funds #7** 2/25/2025 **71,326.00**

Town Of Century
CDBG #22CV-507
PO Box 790
Century, FL 32535

61-209/621 1018

2-25-2025
DATE

PAY TO THE ORDER OF Jones Phillips + associates Inc. \$ 7,500.00
seven thousand five hundred & no/100 DOLLARS

United Bank
Your Hometown Advantage
www.unitedbank.com

FOR #9-507

Alicia L Johnson
Kristina Wood

⑆062102098⑆001620121012⑆ 1018

Town Of Century
CDBG #22CV-507
PO Box 790
Century, FL 32535

61-209/621 1019

2-25-2025
DATE

PAY TO THE ORDER OF Townes + Architects, P.A \$ 63,826.00
sixty three thousand eight hundred & twenty six & no/100 DOLLARS

United Bank
your Hometown Advantage
www.unitedbank.com

FOR ccc-008

Alicia L Johnson
Kristina Wood

⑆062102098⑆001620121012⑆ 1019



JONES - PHILLIPS & ASSOCIATES, INC.
ECONOMIC DEVELOPMENT • GRANT ADMINISTRATION • COMMUNITY PLANNING

January 16, 2025

Kristina Woods
Town of Century
7995 North Century Blvd.
Century, FL. 32535

RE: CDBG #22CV-S07 (CDBG Acct: #001620121012)

Dear Kristina,

I have prepared the Request for Funds #7 for CDBG funded grant administration and architecture services. I have prepared the following payment summary upon arrival of the funds:

<u>Town of Century Controlling Account:</u>	Invoice #	Amount:
Deposit from Request for Funds #7 into Controlling Acct.		\$71,326.00
Transfer to CDBG Account (Account #001620121012)		(\$71,326.00)
 <u>CDBG Account #001620121012:</u>		 \$71,326.00
Pay following invoices:		
Jones-Phillips and Associates, Inc.	#9-S07	(\$7,500.00)
Townes + Architects, P.A.	CCC-008	(\$63,826.00)
Balance		\$0.00

Sincerely,

Robin A. Phillips
Project Administrator

Town of Century FEIN: 59-6017986
FLAIR ID #H2478

INVOICE

Contract #: 22CV-S07

Invoice No.: 7
Date: January 16, 2025

TO:
Florida Commerce
Division of Community Development
Attn: Graham Markarian
107 E. Madison Street,
Caldwell Bldg. MSC 400
Tallahassee, Florida 32399-1160

FOR:
Town of Century
Kristina Woods
Deputy Clerk
7995 North Century Blvd.
Century, FL. 32535

DESCRIPTION	AMOUNT
Dates of Service: September 2, 2024 through January 15, 2025	
Deliverable 1 - Project Implementation Tasks Maintained financial files – completed Conducted Fair Housing activity – completed Maintain client files – completed Attended meetings of the Recipient's local governing body – completed Prepare and submit Quarterly Status Report – completed Prepare and submit Section 3 reports – completed Prepare and submit MBE reports - completed	\$7,500.00
Deliverable 2 – Engineering Services Developed plan drawings (schematic design) – completed	\$63,826.00
Deliverable 3 – Construction	\$0.00
TOTAL	\$71,326.00

Kristina Woods



Signature of Authorized Representative

Kristina Woods, Town of Century
Printed Name and Title

TOWNES + architects, P.A.
 2421 North 12th Avenue
 Pensacola, Florida 32503
 Certificate Number AA 26001051

INVOICE

Town of Century
 7995 North Century Blvd.
 Century, FL 32535

Atten: Mayor Alicia Johnson

RE: Partial Construction Documents Invoice

INVOICE No. CCC - 009

A/E SERVICES FOR CARVER AND CENTURY COMMUNITY CENTERS

13-Jan-25

CARVER AND CENTURY COMMUNITY CENTERS		Contract Fee	Percent Complete	Amount Previously Invoiced	Amount Due This Invoice	Total Invoiced To Date
BASIC SERVICES						
1	Schematic Design	\$ 33,425.00	100%	\$ 33,425.00	\$ -	\$ 33,425.00
2	Design Development	\$ 41,780.00	100%	\$ 41,780.00	\$ -	\$ 41,780.00
3	Construction Documents	\$ 50,140.00	100%	\$ 5,014.00	\$ 45,126.00	\$ 50,140.00
4	Final Construction Documents	\$ 8,350.00	100%	\$ -	\$ 8,350.00	\$ 8,350.00
5	Bidding Services	\$ 8,354.00	0%	\$ -	\$ -	\$ -
6	Construction Administration	\$ 25,080.00	0%	\$ -	\$ -	\$ -
7	SUB TOTAL	\$ 167,129.00		\$ 80,219.00	\$ 53,476.00	\$ 133,695.00
ALLOWANCES						
9	Printing and Reproduction	\$ 2,000.00	0%	\$ -	\$ -	\$ -
10	Permitting	\$ 3,000.00	0%	\$ -	\$ -	\$ -
11	Travel	\$ 2,000.00	0%	\$ -	\$ -	\$ -
12			0%	\$ -	\$ -	\$ -
13						
14						
ADDITIONAL DIRECT EXPENSES BEYOND BASIC SVCS						
16	Topographic and Boundary Survey	\$ 26,910.00	100%	\$ 26,910.00	\$ -	\$ 26,910.00
17	Geotechnical Investigation and Report	\$ 5,290.00	95%	\$ 5,060.00	\$ -	\$ 5,060.00
18	Civil Engineering	\$ 93,595.00	42%	\$ 29,542.06	\$ 10,350.00	\$ 39,892.06
19	Measured Drawings	\$ 4,000.00	0%	\$ -	\$ -	\$ -
20	Hazardous and Regulated Materials Survey	\$ 6,095.00	100%	\$ 6,095.00	\$ -	\$ 6,095.00
21	Wetlands, Environ. Sensitive, Endangered Species Invest.	\$ 4,600.00	100%	\$ 4,600.00	\$ -	\$ 4,600.00
22	Protected Tree Inventory	\$ 2,300.00	0%	\$ -	\$ -	\$ -
23	Visual Structural Assessment	\$ 9,076.01	100%	\$ 9,076.01	\$ -	\$ 9,076.01
24	Architectural Pre-Design Services	\$ 7,541.80	100%	\$ 7,541.80	\$ -	\$ 7,541.80
25	Geotechnical Investigation and Report Additional Service	\$ 2,990.00	100%	\$ 2,990.00	\$ -	\$ 2,990.00
26				\$ -	\$ -	\$ -
27	TOTAL CONTRACT SUM TO DATE	\$ 336,526.81				
28						
29	TOTAL INVOICED TO DATE					\$ 235,859.87
30						
31	LESS PREVIOUS INVOICED AMOUNTS					\$ 172,033.87
32						
33	CURRENT PAYMENT DUE THIS INVOICE					\$ 63,826.00
34						
35	BALANCE TO FINISH					\$ 100,666.94
36						

Please make check payable to: TOWNES + architects, P.A.

Alicia Johnson

763,826



JONES - PHILLIPS & ASSOCIATES, INC.
ECONOMIC DEVELOPMENT • GRANT ADMINISTRATION • COMMUNITY PLANNING

INVOICE #9-S07

September 2, 2024 through January 15, 2025
PROFESSIONAL SERVICES INVOICE

Honorable Alicia Johnson
Mayor, Town of Century
7995 North Century Blvd.
Century, FL 32535

RE: CDBG-CV #22CV-S07

In accordance with Paragraph E of our contractual agreement; for the provision of administrative services relative to the above referenced Community Development Block Grant Project, please remit the sum of Seven Thousand, Five Hundred Dollars for Program Administration services including elements of Paragraphs B, Sections 1-12 as reflected in the CDBG budget.

General Administration

Services Lump Sum Billing	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
	\$50,000.00	30%	\$22,500.00	\$15,000.00	\$7,500.00
Total Lump Sum Billing:					\$7,500.00

Environmental and Davis Bacon/Bidding

Services Per Hour Billing	Number of hours	\$ per hour	Extension
Environmental Services (Initial consultations, research)	0	\$100	\$0.00
Davis-Bacon/Bidding	0	\$100	\$0.00
Total Per Hour Billing:	0		\$0.00

Total Invoice: **\$7,500.00**

Respectfully Submitted,

Robin A. Phillips
President, Jones-Phillips and Associates, Inc.

Alicia Johnson

*Jones-Phillips and Associates, Inc.
Project Administration Deliverables*

Client: Town of Century
Invoice dates: September 2, 2024 through January 15, 2025
Invoice #: 9-507
Invoice Amount: \$7,500.00

Deliverables	Date Completed
Maintain client files	1/15/25
Maintained financial records	1/15/25
Conducted Fair Housing Activity	Oct 2024, Jan 2025
Prepare and submit Quarterly Status Report	7/24, 10/24, 1/25
Prepare and submit MBE reports	10/24/25

SERA Reimbursement Printout

NFA ID: 041427

Contract Number: H2478

Financial Activity Name: FA-384372

Type: Reimbursement

Status: Submitted

Reporting Time Period Start Date: 09/02/2024

Reporting Time Period End Date: 01/15/2025

Requested Date	Funds Requested	Approved Date	Funds Approved
01/23/2025	\$71,326.00		\$0.00

Cost Category	Activity	Cost Code	IDIS ID	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Housing Rehabilitation				\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	03A Engineering		13337	\$464,650.00	\$266,396.13	\$63,826.00	\$202,570.13
Construction			13337	\$0.00	\$0.00	\$0.00	\$0.00

Cost Category	Activity	Cost Code	IDIS ID	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administration				\$0.00	\$0.00	\$0.00	\$0.00
Project Implementation	21A Administration		13336	\$50,000.00	\$35,000.00	\$7,500.00	\$27,500.00

Date: _____

Signed: _____

TOWN OF CENTURY, FL REGULAR WARRANT VF09151 1 67,371.25

PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465

TOWN OF CENTURY REGULAR EFT V001601 6990789 71,326.00

PLEASE CONTACT: DEPARTMENT OF COMMERCE AT (850) 245-7481

TOWN OF CENTURY REGULAR EFT VD50288 RvSh02/25 9,426.48

PLEASE CONTACT: DEPARTMENT OF REVENUE AT (850) 617-8586

TOWN OF CENTURY REGULAR EFT VRL9050 CST 02/25 1,836.62

PLEASE CONTACT: DEPARTMENT OF REVENUE AT (850) 617-8586

TOWN OF CENTURY REGULAR EFT VD50273 Qtr Disc 18,136.35

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
REMITTANCE ADVICE

Section 5, Item B.

FLAIR ACCOUNT CODE 37-101000286-37220100-00-14004724	OLO 370000	SITE 08	DOCUMENT NUMBER D5000363263	OBJECT 7510	DATE 02/11/25	PAYMENT NO 0599661
						PAYMENT AMOUNT \$ 67,371.25

TOWN OF CENTURY, FL
TOWN OF CENTURY
7995 N CENTURY BLVD
CENTURY FL 32535

AGENCY DOCUMENT NO
VF09151

PLEASE DIRECT QUESTIONS TO: (850) 245-2465, 08-CONTRACTS

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT [HTTP://FLAIR.DBF.STATE.FL.US](http://FLAIR.DBF.STATE.FL.US)

INVOICE NUMBER	AMOUNT
1	\$ 67,371.25

RECEIVED

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT
THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND CAPITOL BUILDING MUST APPEAR BELOW TO BE AUTHENTIC



FLAIR ACCOUNT CODE: 37-101000286-37220100-00-14004724
SWDN: D5000363263
ADN: VF09151
OBJECT: 7510
DATE: 02/11/25
WARRANT NO: 54-0599661-0
56-1544 441
OLO 370000 SITE 08 CONTACT (850) 245-2465 FOR PAYMENT QUESTIONS
VOID AFTER 12 MONTHS

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES

4-39-303 577
AMOUNT

SIXTY-SEVEN-THOUSAND-THREE-HUNDRED-SEVENTY-ONE & 25/100 DOLLARS

\$*****67,371.25

EXPENSE WARRANT

PAY TO THE ORDER OF
TOWN OF CENTURY, FL
TOWN OF CENTURY
7995 N CENTURY BLVD
CENTURY FL 32535

Jimmy Patronis

TO: DIVISION OF TREASURY
TALLAHASSEE

JIMMY PATRONIS, CHIEF FINANCIAL OFFICER

⑈5405996610⑈ ⑆044115443⑆

392793136⑈

PAYMENT REQUEST SUMMARY FORM

DEP Agreement No. LPA0484 Payment Request No. 1 Request Date: 12/19/2024

Grantee: Town of Century
(Name & Mailing Address) 7995 North Century Boulevard
Century, FL 32535

Grantee's Grant Manager: Kristina Wood

GRANT EXPENDITURES SUMMARY SECTION

Period of Service: 07/01/2023-06/04/2024

AUTHORIZED TASKS	AMOUNT OF THIS REQUEST	PREVIOUS PAYMENT REQUESTS	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Task 1: Preconstruction Activities	\$ 67,371.25	\$ -	\$ 67,371.25	\$ -	\$ -
Task 2: Bidding and Contractor Selection	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3: Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4: Project Management	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMOUNT	\$ 67,371.25	\$ -	\$ 67,371.25	\$ -	\$ -
TOTAL BUDGET (ALL TASKS)	\$ 628,500.00			\$ -	
LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF:	\$ 67,371.25			\$ -	
TOTAL REMAINING (ALL TASKS)	\$ 561,128.75			\$ -	

GRANTEE CERTIFICATION

Complete the Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

PAYMENT REQUEST SUMMARY FORM

DEP Agreement No. LPA0484 Payment Request No. 1 Request Date: 12/19/2024

 Town of Century

Grantee:
(Name & Mailing Address) 7995 North Century Boulevard

 Century, FL 32535

Grantee's Grant Manager: Kristina Wood

GRANT EXPENDITURES SUMMARY SECTION

AUTHORIZED TASKS	AMOUNT OF THIS REQUEST	PREVIOUS PAYMENT REQUESTS	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Task 1: Preconstruction Activities	\$ 67,371.25	\$ -	\$ 67,371.25	\$ -	\$ -
Task 2: Bidding and Contractor Selection	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3: Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4: Project Management	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMOUNT	\$ 67,371.25	\$ -	\$ 67,371.25	\$ -	\$ -
TOTAL BUDGET (ALL TASKS)	\$ 628,500.00			\$ -	
LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF:	\$ 67,371.25			\$ -	
TOTAL REMAINING (ALL TASKS)	\$ 561,128.75			\$ -	

GRANTEE CERTIFICATION

Complete the Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

Grantee's Certification of Payment Request

I, Kristina Wood, on behalf of
(Print name of Grantee's Grant Manager designated in the Agreement)

Town of Century, do hereby certify for
(Print name of Grantee)

DEP Agreement No. LPA0484 and Payment Request No. 1 that:

- 1) The disbursement amount requested is for allowable costs for the project described in Attachment 3 of the Agreement.
- 2) All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- 3) The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in default of any terms or provisions of the contracts.
- 4) If this Agreement includes federal provisions that have applicable Davis-Bacon Act certification requirements, I certify to the best of my knowledge and belief that the above-referenced project complies with Davis-Bacon and Related Acts such that all of the laborers and mechanics employed by contractors and subcontractors during the referenced period on the contractors pay applications submitted with this payment request were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

I also certify that interviews and periodic reviews of a representative sample of the weekly payroll data have been performed to verify that contractors and subcontractors are paying the appropriate wage rate.

For additional information on Davis-Bacon and Related Acts, please refer to the link below:

<https://www.dol.gov/agencies/whd/government-contracts/construction>

Signature of Grantee's Grant Manager
(Original Ink or Digital Timestamp)

Kristina Wood

Print Name

850-256-3208

Telephone Number

Signature of Grantee's Fiscal Agent
(Original Ink or Digital Timestamp)

Kristina Wood

Print Name

850-256-3208

Telephone Number

**INVOICES
&
CANCELLED CHECKS**

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **7-Nov-2023**
Invoice No. **230226**
REVISED

Ms. Leslie Howington
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-021 Well No. 3 Replacement Project**
Professional Services: *July 1, 2023 through October 31, 2023*
Task Order No. **MES-26**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$64,735.00	10.00%	\$6,473.50	\$0.00	\$6,473.50
Surveying	\$2,250.00	100.00%	\$2,250.00	\$0.00	\$2,250.00
Electrical Engineering Design	\$5,875.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural Design	\$4,920.00	0.00%	\$0.00	\$0.00	\$0.00
Bidding	\$8,000.00	0.00%	\$0.00	\$0.00	\$0.00
Geotechnical Investigation	\$5,000.00	0.00%	\$0.00	\$0.00	\$0.00
Construction Administration/Monitoring	\$43,900.00	0.00%	\$0.00	\$0.00	\$0.00
Electrical Engineering CA/CM	\$2,000.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural CA/CM	\$1,720.00	0.00%	\$0.00	\$0.00	\$0.00
Grant Administration	\$5,000.00	0.00%	\$0.00	\$0.00	\$0.00
MES Totals	\$143,400.00	6.08%	\$8,723.50	\$0.00	\$8,723.50

AMOUNT DUE THIS INVOICE: \$8,723.50

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

Front:

DOCUMENT IS PRINTED ON RECYCLED PAPER. THE BACK OF THIS DOCUMENT INCLUDES AN ATM PIN IDENTIFICATION CARD WITH WATERMARK BOX

TOWN OF CENTURY WATER FUND
7985 N. CENTRAL BLVD
CENTURY, FL 32535

UNITED BANK
207 SPRING ST STE 14
JAY FLORIDA 32535

009713

12/13/2023

PAY TO THE ORDER OF Municipal Engineering Services, Inc


\$ **8,723.50

Eight Thousand Seven Hundred Twenty-Three and 50/100***** DOLLARS

Municipal Engineering Services, Inc.
8574 Turkey Bluff Road
Navarre, Florida 32568

MEMO 230226 well no 3 replacement project

00097131 00621020980 02330892010



Back:

ENDORSE HERE PAY TO THE ORDER OF
CENTENNIAL BANK
ACCOUNT # 72206
FOR DEPOSIT ONLY
MUNICIPAL ENGINEERING SERVICES, INC
CENTURY, FL 32535

CHECK HERE IF MOBILE DEPOSIT

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
APPROVED FOR FEDERAL INSTITUTION USE

1 2 2 0 2 3
4 8 7 - 0 8 2 9 0 2 7 5 7 1

Energy
The energy industry is facing a number of challenges, including the need to meet growing demand for clean energy, the need to invest in infrastructure, and the need to address climate change. The industry is also facing a number of regulatory challenges, including the need to comply with new environmental regulations and the need to address the impact of climate change on energy production and distribution.

Water
The water industry is facing a number of challenges, including the need to meet growing demand for clean water, the need to invest in infrastructure, and the need to address climate change. The industry is also facing a number of regulatory challenges, including the need to comply with new environmental regulations and the need to address the impact of climate change on water production and distribution.

009713

TOWN OF CENTURY WATER FUND

7995 N. CENTRAL BLVD.
CENTURY, FL 32535

UNITED BANK
207 SPRING ST STE 14
JAY, FLORIDA 32565

12/13/2023

PAY TO THE
ORDER OF **Municipal Engineering Services, Inc.**

\$ **8,723.50

Eight Thousand Seven Hundred Twenty-Three and 50/100***** DOLLARS

Municipal Engineering Services, Inc.
8574 Turkey Bluff Road
Navarre, Florida 32566



MEMO
230226 well no 3 replacement project

⑈009713⑈ ⑆062102098⑆

0233089201⑈

TOWN OF CENTURY WATER FUND

009713

Municipal Engineering Services, Inc.

12/13/2023

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
11/7/2023	Bill	230226	8,723.50	8,723.50		8,723.50
				Check Amount		8,723.50

United Bank - Cash in 230226 well no 3 replacement project 8,723.50

9499

TOWN OF CENTURY WATER FUND

009713

Municipal Engineering Services, Inc.

12/13/2023

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
11/7/2023	Bill	230226	8,723.50	8,723.50		8,723.50
				Check Amount		8,723.50

United Bank - Cash in 230226 well no 3 replacement project 8,723.50

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: 11-Dec-2023
Invoice No. 230250

Ms. Leslie Howlinton
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: 150004-021 Well No. 3 Replacement Project
Professional Services: November 1, 2023 through December 5, 2023
Task Order No. MES-26

Table with columns: Phase / Task, Fee, Percent Complete, Amount Earned, Previously Billed, Current Amount. Rows include Design and Permitting, Surveying, Electrical Engineering Design, etc.

AMOUNT DUE THIS INVOICE: \$11,460.25

Handwritten mark 'R'

Handwritten date 12/15/23

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment Is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

Front:

DOCUMENT FEEDER OR CHEMICALLY RESISTANT PAPER ONLY. ALSO ON THE REVERSE SIDE OF THE DOCUMENT FEEDER OR CHEMICALLY RESISTANT PAPER ONLY.

TOWN OF CENTURY WATER FUND
7955 N. CENTRAL BLVD
CENTURY, FL 32635

UNITED BANK
207 SPRING ST STE 14
JAY, FLORIDA 32555

009747

2/28/2024

PAY TO THE ORDER OF Municipal Engineering Services, Inc

\$ **11,460.25

Eleven Thousand Four Hundred Sixty and 25/100 ***** DOLLARS

Municipal Engineering Services, Inc
8574 Turkey Bluff Road
Navarre, Florida 32566

MEMO 230250 well 3 replacement project

⑈009747⑈ ⑆062102098⑆ 0233089204⑆

Chris Adams
Shirley Kowalek

Back:

ENDORSE HERE

6-111 THE ST. JOHN'S
KENTWOOD, ALABAMA
36501-0001
FEDERAL RESERVE BANK
MEMPHIS, TENNESSEE
600713104

CHECK HERE IF MOBILE DEPOSIT

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

1. The security features listed below, checked industry guidelines
2. Check for the security features listed below:
3. Check for the security features listed below:
4. Check for the security features listed below:
5. Check for the security features listed below:
6. Check for the security features listed below:
7. Check for the security features listed below:
8. Check for the security features listed below:
9. Check for the security features listed below:
10. Check for the security features listed below:
11. Check for the security features listed below:
12. Check for the security features listed below:
13. Check for the security features listed below:
14. Check for the security features listed below:
15. Check for the security features listed below:
16. Check for the security features listed below:
17. Check for the security features listed below:
18. Check for the security features listed below:
19. Check for the security features listed below:
20. Check for the security features listed below:
21. Check for the security features listed below:
22. Check for the security features listed below:
23. Check for the security features listed below:
24. Check for the security features listed below:
25. Check for the security features listed below:
26. Check for the security features listed below:
27. Check for the security features listed below:
28. Check for the security features listed below:
29. Check for the security features listed below:
30. Check for the security features listed below:
31. Check for the security features listed below:
32. Check for the security features listed below:
33. Check for the security features listed below:
34. Check for the security features listed below:
35. Check for the security features listed below:
36. Check for the security features listed below:
37. Check for the security features listed below:
38. Check for the security features listed below:
39. Check for the security features listed below:
40. Check for the security features listed below:
41. Check for the security features listed below:
42. Check for the security features listed below:
43. Check for the security features listed below:
44. Check for the security features listed below:
45. Check for the security features listed below:
46. Check for the security features listed below:
47. Check for the security features listed below:
48. Check for the security features listed below:
49. Check for the security features listed below:
50. Check for the security features listed below:
51. Check for the security features listed below:
52. Check for the security features listed below:
53. Check for the security features listed below:
54. Check for the security features listed below:
55. Check for the security features listed below:
56. Check for the security features listed below:
57. Check for the security features listed below:
58. Check for the security features listed below:
59. Check for the security features listed below:
60. Check for the security features listed below:
61. Check for the security features listed below:
62. Check for the security features listed below:
63. Check for the security features listed below:
64. Check for the security features listed below:
65. Check for the security features listed below:
66. Check for the security features listed below:
67. Check for the security features listed below:
68. Check for the security features listed below:
69. Check for the security features listed below:
70. Check for the security features listed below:
71. Check for the security features listed below:
72. Check for the security features listed below:
73. Check for the security features listed below:
74. Check for the security features listed below:
75. Check for the security features listed below:
76. Check for the security features listed below:
77. Check for the security features listed below:
78. Check for the security features listed below:
79. Check for the security features listed below:
80. Check for the security features listed below:
81. Check for the security features listed below:
82. Check for the security features listed below:
83. Check for the security features listed below:
84. Check for the security features listed below:
85. Check for the security features listed below:
86. Check for the security features listed below:
87. Check for the security features listed below:
88. Check for the security features listed below:
89. Check for the security features listed below:
90. Check for the security features listed below:
91. Check for the security features listed below:
92. Check for the security features listed below:
93. Check for the security features listed below:
94. Check for the security features listed below:
95. Check for the security features listed below:
96. Check for the security features listed below:
97. Check for the security features listed below:
98. Check for the security features listed below:
99. Check for the security features listed below:
100. Check for the security features listed below:

Section 5, Item B.
009747

TOWN OF CENTURY WATER FUND

7995 N. CENTRAL BLVD.
CENTURY, FL 32535

UNITED BANK
207 SPRING ST STE 14
JAY, FLORIDA 32565

2/28/2024

PAY TO THE
ORDER OF

Municipal Engineering Services, Inc

\$ **11,460.25

Eleven Thousand Four Hundred Sixty and 25/100***** DOLLARS

Municipal Engineering Services, Inc.
8574 Turkey Bluff Road
Navarre, Florida 32566

[Signature]
[Signature]
AUTHORIZED SIGNATURE

MEMO

230250 well 3 replacement project

⑈009747⑈ ⑆062102098⑆

0233089201⑈

TOWN OF CENTURY WATER FUND

009747

Municipal Engineering Services, Inc.

Date Type Reference
12/11/2023 Bill 230250

Original Amt.
11,460.25

Balance Due
11,460.25

2/28/2024

Discount

Check Amount

Payment
11,460.25
11,460.25

United Bank - Cash in 230250 well 3 replacement project

11,460.25₉₄₉₉

TOWN OF CENTURY WATER FUND

009747

Municipal Engineering Services, Inc.

Date Type Reference
12/11/2023 Bill 230250

Original Amt.
11,460.25

Balance Due
11,460.25

2/28/2024

Discount

Check Amount

Payment
11,460.25
11,460.25

United Bank - Cash in 230250 well 3 replacement project

11,460.25

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **11-Mar-2024**
Invoice No. **240033**

Ms. Leslie Howington
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-021 Well No. 3 Replacement Project**
Professional Services: *December 6, 2023 through March 5, 2024*
Task Order No. **MES-26**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$68,625.00	35.00%	\$24,018.75	\$17,156.25	\$6,862.50
Surveying	\$2,250.00	100.00%	\$2,250.00	\$2,250.00	\$0.00
Electrical Engineering Design	\$5,875.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural Design	\$6,500.00	100.00%	\$6,500.00	\$0.00	\$6,500.00
Bidding	\$8,000.00	0.00%	\$0.00	\$0.00	\$0.00
Construction Administration/Monitoring	\$43,900.00	0.00%	\$0.00	\$0.00	\$0.00
Electrical Engineering CA/CM	\$2,000.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural CA/CM	\$1,250.00	0.00%	\$0.00	\$0.00	\$0.00
Grant Administration	\$5,000.00	20.00%	\$1,000.00	\$500.00	\$500.00
MES Totals	\$143,400.00	23.55%	\$33,768.75	\$19,906.25	\$13,862.50

AMOUNT DUE THIS INVOICE: \$13,862.50

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **8-Apr-2024**
Invoice No. **240057**

Ms. Leslie Howington
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-021 Well No. 3 Replacement Project**
Professional Services: **March 6, 2024 through April 2, 2024**
Task Order No. **MES-26**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$68,625.00	50.00%	\$34,312.50	\$24,018.75	\$10,293.75
Surveying	\$2,250.00	100.00%	\$2,250.00	\$2,250.00	\$0.00
Electrical Engineering Design	\$5,875.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural Design	\$6,500.00	100.00%	\$6,500.00	\$6,500.00	\$0.00
Bidding	\$8,000.00	0.00%	\$0.00	\$0.00	\$0.00
Construction Administration/Monitoring	\$43,900.00	0.00%	\$0.00	\$0.00	\$0.00
Electrical Engineering CA/CM	\$2,000.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural CA/CM	\$1,250.00	0.00%	\$0.00	\$0.00	\$0.00
Grant Administration	\$5,000.00	20.00%	\$1,000.00	\$1,000.00	\$0.00
MES Totals	\$143,400.00	30.73%	\$44,062.50	\$33,768.75	\$10,293.75

AMOUNT DUE THIS INVOICE: \$10,293.75

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **10-Jun-2024**
Invoice No. **240105**

Ms. Kristina Wood
Deputy Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-021 Well No. 3 Replacement Project**
Professional Services: *April 3, 2024 through June 4, 2024*
Task Order No. **MES-26**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$68,625.00	75.00%	\$51,468.75	\$34,312.50	\$17,156.25
Surveying	\$2,250.00	100.00%	\$2,250.00	\$2,250.00	\$0.00
Electrical Engineering Design	\$5,875.00	100.00%	\$5,875.00	\$0.00	\$5,875.00
Architectural Design	\$6,500.00	100.00%	\$6,500.00	\$6,500.00	\$0.00
Bidding	\$8,000.00	0.00%	\$0.00	\$0.00	\$0.00
Construction Administration/Monitoring	\$43,900.00	0.00%	\$0.00	\$0.00	\$0.00
Electrical Engineering CA/CM	\$2,000.00	0.00%	\$0.00	\$0.00	\$0.00
Architectural CA/CM	\$1,250.00	0.00%	\$0.00	\$0.00	\$0.00
Grant Administration	\$5,000.00	20.00%	\$1,000.00	\$1,000.00	\$0.00
MES Totals	\$143,400.00	46.79%	\$67,093.75	\$44,062.50	\$23,031.25

AMOUNT DUE THIS INVOICE: \$23,031.25

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

**PAY REQUEST
DELIVERABLES
REPORT**

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Deliverables Report

DEP Agreement No.:	LPA0484
Project Title:	Well No. 3 Replacement
Grantee Name:	Town of Century
Grantee's Grant Manager:	Kristina Wood
Payment Request No. #	1
Reporting Period:	July 1, 2023 to June 4, 2024

Task #1: Pre-Construction Activities

Deliverables: Design and Permits

Permits: FDEP Well Construction Permit and NFWMD Water Use Permit

Summary of Work: Design and permitting is 75% complete. Surveying has been completed. Architectural design has been completed. Electrical design has been completed.

Aclus Engineering, LLC

Howard W. Brown, Jr., ICMA-CM
Interim Town Manager
Town of Century
7995 N Century Blvd.
Century, FL 32535

February 16, 2025

INVOICE NO. 5103

Invoice Total: \$3,400.00

Project No.: 512401

Project: General Water and Wastewater Utility Support

Invoice for Professional Services through February 12, 2025

<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Sr. Project Manager	18.0	\$180.00	\$3,240.00
Sr. Project Engineer	1.0	\$160.00	\$160.00

See next page for activity detail.

INVOICE TOTAL \$3,400.00

Total Approved Contract Amount	\$ 60,000.00
Total Previously Billed	\$ 10,751.39
Billed this Invoice	\$ 3,400.00
Balance Remaining	\$ 45,848.61

Please remit payment payable to Aclus Engineering, LLC to address indicated below.

INVOICE NO. 5103

PROFESSIONAL FEES DETAIL

<u>Date</u>	<u>First Name</u>	<u>Last Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>	<u>Description</u>
12/30/2024	Daniel	Magro	1.00	\$ 180.00	\$ 180.00	Project management.
12/31/2024	Daniel	Magro	1.00	\$ 180.00	\$ 180.00	Project correspondence.
1/9/2025	Daniel	Magro	4.50	\$ 180.00	\$ 810.00	Prepare for and attend funding strategy meeting. Review project drawings. Correspondence. Call with Dale.
1/16/2025	Daniel	Magro	2.00	\$ 180.00	\$ 360.00	Review and comment on SRF Request for Inclusion. Correspondence with MESI.
1/20/2025	Daniel	Magro	1.00	\$ 180.00	\$ 180.00	Review STF RFI submittal.
1/22/2025	Daniel	Magro	0.50	\$ 180.00	\$ 90.00	Review consent order quarterly report.
2/2/2025	Daniel	Magro	1.00	\$ 180.00	\$ 180.00	Correspondence review. Update presentation for Council meeting.
2/3/2025	Daniel	Magro	2.50	\$ 180.00	\$ 450.00	Prepare for Council presentation. Projects status update.
2/4/2025	Daniel	Magro	3.00	\$ 180.00	\$ 540.00	Update presentation. Prepare for and attend Council meeting.
2/4/2025	Asma	Boukadourm	1.00	\$ 160.00	\$ 160.00	Attend Council Meeting.
2/5/2025	Daniel	Magro	0.50	\$ 180.00	\$ 90.00	Correspondence.
2/10/2025	Daniel	Magro	0.50	\$ 180.00	\$ 90.00	Construction meeting coordination.
2/12/2025	Daniel	Magro	0.50	\$ 180.00	\$ 90.00	Attend SRF funding hearing.
Total					\$ 3,400.00	



BP Energy Company
201 Helios Way-Hellos Plaza
Houston, TX 77079

Customer Details	Bank Details	Gas Sales Invoice
Town of Century, Florida Town of Century, Florida Address: 7995 North Century Boulevard Century, FL 32535-0790 Customer ID: 124691 Contact: Leslie Gonzalez	Remit to: BP Energy Company Payment Method: WIRE Account Name: BP Energy Company JPMorgan Chase Bank Bank: 383 Madison Ave New York, NY 10017 Account Number: 9102548097 ABA: 021000021	Invoice Number: 21394754 Contract Number: 23387 BP Tax ID: 36-3421804 Currency: USD Invoice Date: 2/14/2025 Delivery Period: 1/1/2025 Due Date: 2/25/2025 Total Amount Due To / (From) BP: \$ 25,915.29

Summary

Description	Volume (MMBTU)	Amount (\$ USD)
Sales	7,585	\$ 25,713.15
Net Total To BP		\$ 25,713.15
Other Charges and Fees		\$ 202.14
Total Amount Due To BP	7,585	\$ 25,915.29

Please direct inquiries to: BPNatGasSettlements@bp.com

Important: Cyber Security Warning:

- BP will not change or amend its bank details without prior formal notification
- Please exercise caution before clicking any links or attachments, and be vigilant for anything unexpected or unusual



Transaction Details

Town of Century, Florida

Invoice Number: 21394754

Invoice Date: 02/14/2025

Due Date: 02/25/2025

Delivery Period: Jan 2025

Deal ID	Description	Purchase/ Sale	Pipeline	Location	Meter Number	Start Day	End Day	Avg Price (USD/MMBTU)	Volume (MMBTU)	Amount (USD)
19187103	Commodity	Sale	GULF SOUTH PIPELINE	GULF SOUTH POOLING AREA #7	11467	01	31	3.3900	7,585	25,713.15
Subtotal GULF SOUTH PIPELINE:									7,585	\$25,713.15
Total Sale:										\$25,713.15

Other Charges and Fees

19187103	FUEL Fuel Charge	Receive	GULF SOUTH PIPELINE	GULF SOUTH POOLING AREA #7		01	31	0.0267	7,585	202.14
Subtotal GULF SOUTH POOLING AREA #7:										\$ 202.14
Subtotal GULF SOUTH PIPELINE:										\$ 202.14
Total Other Charges:										\$ 202.14
Total Amount Due To / (From) BP:										\$ 25,915.29



Volume and Pricing Details

Town of Century, Florida

Deal ID: 19187103

Location: GULF SOUTH POOLING AREA #7

Invoice Number: 21394754

Delivery Period: Jan 2025

Day	Quantity (MMBTU)	Tier 1 Price (USD/MMBTU)	Amount (USD)	Total Quantity (MMBTU)	Total Billable Total Amount (USD)
Description: (NG_HenryHub_IF-0.1100)					
1	3	3.3900	10.17	3	10.17
2	3	3.3900	10.17	3	10.17
3	3	3.3900	10.17	3	10.17
4	3	3.3900	10.17	3	10.17
5	3	3.3900	10.17	3	10.17
6	3	3.3900	10.17	3	10.17
7	3	3.3900	10.17	3	10.17
8	3	3.3900	10.17	3	10.17
9	3	3.3900	10.17	3	10.17
10	3	3.3900	10.17	3	10.17
11	3	3.3900	10.17	3	10.17
12	3	3.3900	10.17	3	10.17
13	3	3.3900	10.17	3	10.17
14	3	3.3900	10.17	3	10.17
15	3	3.3900	10.17	3	10.17
16	3	3.3900	10.17	3	10.17
17	3	3.3900	10.17	3	10.17
18	1,573	3.3900	5,332.47	1,573	5,332.47
19	1,576	3.3900	5,342.64	1,576	5,342.64
20	1,576	3.3900	5,342.64	1,576	5,342.64
21	1,567	3.3900	5,312.13	1,567	5,312.13
22	1,215	3.3900	4,118.85	1,215	4,118.85
23	3	3.3900	10.17	3	10.17
24	3	3.3900	10.17	3	10.17
25	3	3.3900	10.17	3	10.17
26	3	3.3900	10.17	3	10.17
27	3	3.3900	10.17	3	10.17
28	3	3.3900	10.17	3	10.17
29	3	3.3900	10.17	3	10.17
30	3	3.3900	10.17	3	10.17
31	3	3.3900	10.17	3	10.17
Total:	7,585	3.3900	\$25,713.15	7,585	\$25,713.15

Please direct inquiries to:

BPNatGasSettlements@bp.com



Monthly Pricing Details

Town of Century, Florida

Invoice Number: 21394754

Delivery Period: Jan 2025

Description	Published Price	
NG_HenryHub_IF		3.5000 USD/MMBTU

Please direct inquiries to:

BPNatGasSettlements@bp.com

Gulf South Pipeline Company, LLC

Invoice Summary

Payee/Name: 078444247 Gulf South Pipeline Company, LLC Accounting Period: January 2025 Invoice Status Code: Final

Invoice Identifier: 9435 Service Requester/Name: 038028742 Century Florida, Town Of Billable Party (Payer)/Name: 038028742 Century Florida, Town Of
Invoice Date: 02/11/2025 Net Due Date: 02/21/2025 Supporting Document Indicator: OTHR Contact Name/Phone: Customer Service Gulf South (713) 479-8140

INVOICE TOTAL AMOUNT	SVC REQ K OR ACCT ID TOTAL AMOUNT	SERVICE REQUESTER LEVEL CHARGE/ALLOWANCE TOTAL AMOUNT		
\$7,457.56	\$7,457.56	\$0.00		
SVC REQ K OR ACCT ID	RATE SCH OR ACCT	CURRENT MONTH TOTAL AMOUNT	PRIOR MONTH TOTAL AMOUNT	SVC REQ K OR ACCT ID TOTAL AMOUNT
55243	NNS-SCO	\$7,457.56	\$0.00	\$7,457.56
Svc Req K or Acct ID Total Amount				\$7,457.56
Invoice Total Amount				\$7,457.56

Gulf South Pipeline Company, LLC

Transportation Invoice

Payee/Name: 078444247 Gulf South Pipeline Company, LLC Accounting Period: January 2025 Invoice Status Code: Final

Invoice Identifier: 9435 Service Requester/Name: 038028742 Century Florida, Town Of Billable Party (Payer)/Name: 038028742 Century Florida, Town Of
Invoice Date: 02/11/2025 Net Due Date: 02/21/2025 Supporting Document Indicator: DTHR Contact Name/Phone: Customer Service Gulf South (713) 479-8140

Payment Information

WIRE TRANSFER PAYMENT

Payee/Name: 078444247 Gulf South Pipeline Company, LLC
ACH ABA No: 021000089
Wire ABA No: 021000089
Bank Acct No: 3058-8474
Citibank, N. A.
New York, NY

CHECK PAYMENT

Remit to Party Name: Gulf South Pipeline
Remittance Address: P.O. Box 730000
Dallas, TX 75373

SERVICE REQUESTER LEVEL CHARGE/ALLOWANCE TOTAL AMOUNT

\$0.00

Service Requester Level Charge/Allowance Invoice Details

LINE NO	CHARGE/ALLOWANCE PERIOD	SERVICE REQUESTER LEVEL CHARGE/ALLOWANCE AMOUNT DESCRIPTOR	SERVICE REQUESTER LEVEL CHARGE/ALLOWANCE AMOUNT
Total			\$0.00

Gulf South Pipeline Company, LLC

Transportation Invoice

Payee/Name: 078444247 Gulf South Pipeline Company, LLC Accounting Period: January 2025 Invoice Status Code: Final
 Svc Req K or Acct ID: 55243 Rate Sch or Acct: NNS-SCD Service Code: NN

SVC REQ K OR ACCT ID TOTAL AMOUNT

\$7,457.56

LINE NO	BEG TRAN DATE	REC LOC/NAME	REC ZN	CHRG	CHARGE	MISC NOTES	CHRG TYPE	ACCT ADJ	REPL	LOC IND
	END TRAN DATE	DEL LOC/NAME	DEL ZN	TT	IND	(CHRG TYPE DESC)	RATE	MTHD	REL CD	
1	01/01/2025	11467 Pooling Area #7	SYS							
	01/31/2025	2593 Century City Gate	SYS	01	D	ACA	0.001400			PRPDZRZD
							7,585		\$10.62	
2	01/01/2025	11467 Pooling Area #7	SYS	01	R	CMP	0.004700			PRPDZRZD
	01/31/2025	2593 Century City Gate	SYS			Electric Power Cost				
							2,902		\$13.64	
3	01/01/2025	11467 Pooling Area #7	SYS							
	01/31/2025	2593 Century City Gate	SYS	01	D	CDT	0.980000			PRPDZRZD
						Commodity			\$7,433.30	
Current Month Total Amount									\$7,457.56	
Svc Req K or Acct ID Total Amount									\$7,457.56	
Invoice Total Amount									\$7,457.56	

Gulf South Pipeline Company, LLC

Storage Summary Statement

Accounting Period: January 2025 Service Requester/Name: 038028742 Century Florida, Town Of Statement Basis: Actual
Statement Date: 02/11/2025 Contact Name/Phone: Customer Service Gulf South (713)479-8140

SVC REQ K	RATE SCHEDULE	MAXIMUM STORAGE CAPACITY	BEGINNING STORAGE BALANCE	STORAGE INJECTION QUANTITY	STORAGE WITHDRAWAL QUANTITY	STORAGE TRANSFER QUANTITY	TRADE QUANTITY	ADJUSTMENT QUANTITY	ENDING STORAGE BALANCE
SS243	NNS-SCO	13,000	8,790	2,878	7,585	2,500	0	0	6,583



HCT Certified Public Accountants & Consultants, LLC.

3816 Hollywood Boulevard Suite 203
Hollywood, FL 33021, US
Tel: 954-966-4435 Fax: 954-962-7747
hctadmin@hct-cpa.com
www.hct-cpa.com

INVOICE

INVOICE DATE: 2/13/2025
INVOICE NO: 3012124
BILLING THROUGH: 2/10/2025

Leslie Howington
Town of Century

Town of Century FY 2024 - TOC FY 2024

Managed By: Roderick Harvey

PROFESSIONAL SERVICES

ACTIVITY	HOURS	RATE	AMOUNT
ACCTG:			
Retainer for FY 2024	1.00	\$11,725.00	\$11,725.00
TOTAL SERVICES	1.00		\$11,725.00

*Split 75% 25% 50%
Water | gas | general*

SUBTOTAL \$11,725.00

AMOUNT DUE THIS INVOICE \$11,725.00

This invoice is due on 3/15/2025

Pay Now



ACH payments accepted

ACCOUNT SUMMARY

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$11,725.00	\$0.00	--	--	--	--	--

TOTAL AMOUNT DUE INCLUDING THIS INVOICE \$11,725.00

RETAINER SUMMARY

RECEIVED	APPLIED	BALANCE
\$0.00	\$0.00	\$0.00

PS-INV1044743

January 31, 2025

Page 1 / 1

Section 5, ItemB.



TOWN OF CENTURY, FLORIDA - GAS
ATTN KRISTINA WOOD
7995 N CENTURY BLVD
P.O. DRAWER 790
Century, FL 32535

Remit Check Payments To:
Sunshine State One Call of Florida, Inc
d.b.a Sunshine 811
PO Box 745953
Atlanta, GA 30384-5953
Phone: (386) 575-2000
Email: AR@sunshine811.com

Bill-to Customer No.	Customer PO No.	Customer Reference No.	Payment Terms	Due Date
CEN820			Net 30	March 2, 2025

Item No.	Service Area	Description	Start Date	End Date	Quantity	Unit Price (\$)	Extended Price (\$)
MA2024		Monthly Assessment Billing FY2024-2025	1/1/2025	1/31/2025	1	63.85	63.85
MIA	CE2279	Tickets Included in Assessment	1/1/2025	1/31/2025	14	0.00	0.00
MIA	CEN820	Tickets Included in Assessment	1/1/2025	1/31/2025	23	0.00	0.00
MIL	CE2279	Positive Response System Late Notice	1/1/2025	1/31/2025	10	0.00	0.00
MIL	CEN820	Positive Response System Late Notice	1/1/2025	1/31/2025	15	0.00	0.00
						Subtotal	63.85
						Total Tax	0.00
						Total \$ Incl. Tax	63.85

Emerald Coast Regional Council

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



INVOICE

Invoice Number: 8522
 Invoice Date: 2/12/25

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

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

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

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

Description	Amount
TOWN OF CENTURY PLANNING SERVICES JANUARY 1, 2025 - JANUARY 31, 2025	
STAFF PLANNING, ADMINISTRATIVE, AND MANAGEMENT SERVICES	
ERIC CHRISTIANSON 11 HRS @ \$80	\$880.00
ROSHITA TAYLOR 0 HR @ \$84	
JESSICA WALTON 0 HR @ \$80	
ADA CLARK 0 HR @ \$100	

K. Dawn Schwaidt
 Signature of Approval

Ada Clark
 Signature of Approval

Subtotal	\$880.00
Sales Tax	
Total Invoice Amount	\$880.00
*Payment/Credit Applied - Per contract	
Total	\$880.00



Escambia River Electric Coop., Inc.
 P O Box 428 • Jay, FL 32565-0428
 (850) 675-4521 or 1-800-235-3848
 Office Hours: 7:30 A.M. - 4:00 P.M. Monday- Friday
 www.erec.com

ACCOUNT NUMBER	NAME		RATE	CLASS	METER NUMBER	LOCATION NUMBER	SERVICE ADDRESS
1119001	TOWN OF CENTURY		9	1	0	90000000000003	STREET LIGHTS & BOAT RAMP
SERVICE PERIOD	NO. DAYS	RDG CODE	METER READING		METER MULTIPLIER	KWH/GAL USAGE	CHARGES
FROM TO			PREVIOUS	PRESENT			
01/01/25 02/01/25	31						0.00
35 SECURITY LIGHT STANDARD 3 REGULAR WOODEN YL POLE CITY/COUNTY FRANCHISE TAX STATE GROSS RECEIPTS TAX TOTAL CURRENT ELECTRIC BILL DUE 03/01/25 PREVIOUS AMOUNT DUE THANK YOU FOR YOUR PAYMENT 02/05/25 PREVIOUS UNPAID BALANCE TOTAL AMOUNT DUE (CURRENT BILL DUE DATE DOES NOT APPLY TO THE PREVIOUS UNPAID BALANCE)							
BILLING DATE	PAST DUE AFTER	ADD THIS AMOUNT AFTER PAST DUE		TOTAL DUE NOW \$		393.76	
02/15/25	03/01/25	10.00		AFTER DUE DATE PAY \$		403.76	

MESSAGE

MARK YOUR CALENDARS FOR EREC'S 86TH ANNUAL MEETING OF THE MEMBERS. IT WILL BE HELD AT WALLACE LAKE K-8 SCHOOL. HOPE TO SEE YOU THERE!

COMPARISONS			
DAYS SERVICE	TOTAL KWH	AVG. KWH/DAY	COST PER DAY
31	0	0	0.00
31	0	0	0.00
31	0	0	0.00

IMPORTANT INFORMATION

* PAST DUE BILLS. An unpaid bill becomes delinquent 15 days after the bill date and is subject to a penalty. Payments will be credited to your account as of the date received.

* TELEPHONE NUMBER. Please furnish telephone number on return portion of your bill if not shown.

* QUESTION OR COMMENT. Please write your question or comment on the back of the return portion of your bill.

Section 5, Item B.

Harris Business Machines

1902 Wilson Ave Panama City, Florida 32405
 P: 850-769-2857 F: 769-7399

Section 5, Item B.

CONTRACT INVOICE

Invoice Number: 426408
Invoice Date: 2/9/2025
Account Number: TO02
Balance Due: \$336.91

Bill To: Town of Century
 7995 North Century Blvd.
 Century, FL 32535

Customer: Town of Century
 7995 North Century Blvd.
 Century, FL 32535

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
TO02	Net In 15 Days From Invoice	2/24/2025	\$ 336.91	\$ 336.91
Invoice Remarks				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
4123-02	Leslie Howington 850-256-3208	\$ 336.91		10/9/2024	10/8/2025
Contract Remarks					

Summary:
 Contract base rate charge for the 2/9/2025 to 3/8/2025 billing period
 Contract overage charge for this overage period \$330.96
 Misc Shipping/Delivery Surcharge \$0.00 **
 **See overage details below \$5.95
\$336.91

Detail:
Equipment included under this contract

Canon/IR ADV C5535i

Number	Serial Number	Base Adj.	Location
8620	WXF11013	\$0.00	Town of Century 7995 North Century Blvd. Century, FL 32535

RECEIVED
 Feb 13 2025

Beginning March 16, 2022 all credit card transactions will be subject to a 3% processing fee **

Invoice SubTotal	\$336.91
Tax:	\$0.00
Invoice Total	\$336.91
Balance Due:	\$336.91

204

INVOICE

Date: **10-Feb-2025**
 Invoice No. **250012**

Ms. Carrie Moore
 Town Clerk
 Town of Century
 PO Box 790
 Century, FL 32535

Project: **150004-024 Freedom Road Bridge Replacement**
 Professional Services: *August 7, 2024 through February 4, 2025*
 Task Order No. **MES-28**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Surveying	\$7,040.00	100.00%	\$7,040.00	\$7,040.00	\$0.00
Geotechnical Engineering	\$19,154.00	100.00%	\$19,154.00	\$19,154.00	\$0.00
Environmental Permitting	\$12,595.00	60.00%	\$7,557.00	\$1,259.50	\$6,297.50
Civil - Construction Plans and Specs	\$31,200.00	75.00%	\$23,400.00	\$15,600.00	\$7,800.00
Structural - Construction Plans and Specs	\$89,914.00	75.00%	\$67,435.50	\$44,957.00	\$22,478.50
Bidding	\$10,000.00	0.00%	\$0.00	\$0.00	\$0.00
Civil - Contract Administration/Monitoring	\$34,143.00	0.00%	\$0.00	\$0.00	\$0.00
Structural - Contract Administration/Monitoring	\$11,066.00	0.00%	\$0.00	\$0.00	\$0.00
CRAS (Allowance)	\$6,600.00	0.00%	\$0.00	\$0.00	\$0.00
Grant Administration	\$7,500.00	20.00%	\$1,500.00	\$1,500.00	\$0.00
MES Totals	\$229,212.00	55.01%	\$126,086.50	\$89,510.50	\$36,576.00

AMOUNT DUE THIS INVOICE: \$36,576.00

DL

Municipal Engineering Services Appreciates your Patronage.
 Prompt Payment is Appreciated. Payment should be submitted to the address below.
 Should you have any questions or concerns, please contact us.

RECEIVED

Billed on Invoice #

Section 5, Item B.



1985 Cope Lane, Pensacola, FL 32526 | p 850-944-5555 | f 850-944-5865

INVOICE
Please Make Payable to: UES Professional Solutions, LLC
Remit to: P.O. Box 735403, Chicago, IL 60673-5403
Billing questions contact: uesar@teamues.com

February 5, 2025
 Project No: 1743.2400471.0000
 Invoice No: 00901407

TERMS: Net 30 Days
 We accept American Express, Visa
 Master Card, Discover, and ACH

Mr. Dale Long
 Municipal Engineering Services, Inc.
 8574 Turkey Bluff Rd.
 Navarre, FL 32566

Project: 1743.2400471.0000 2195.019 Municipal Engineering Services
 Location: Freedom Road Bridge
 Century, FL

Professional Services through March 2, 2025

Phase	1743	2195.019 Municipal Engineering Services
Task	0002	State & Federal Imperiled Species Report

Total Fee		2,500.00 ✓		
Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
	100.00	2,500.00	50.00	1,250.00
Total Earned				1,250.00
Previous Fee Billing				0.00
Current Fee Billing				1,250.00
Total Fee				1,250.00
Total this Task				\$1,250.00

Task	0003	State & Federal Wetland Permit Submittal
------	------	--

Total Fee		4,500.00 ✓		
Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
	100.00	4,500.00	100.00	4,500.00
Total Earned				4,500.00
Previous Fee Billing				0.00
Current Fee Billing				4,500.00
Total Fee				4,500.00
Total this Task				\$4,500.00
Total this Invoice				\$5,750.00 ✓

ok to pay when paid. D



Billed on Invoice No. 250012

Mott MacDonald Florida
 220 West Garden Street
 Suite 700
 Pensacola, FL 32502
 T 850-484-6011

Section 5, Item B.

Municipal Engineering Services, Inc.
 ATTN: Dale Long, P.E. (DLong@mesi-fl.com)
 8574 Turkey Bluff Road
 Navarre, FL 32566

Invoice No.: 502409993 Billing Period: 01/01/2025 - 01/31/2025 Date: January 29, 2025
 MM Reference: 502101595 Customer Contact: Dale Long, P.E. Customer No.: 0000588
 Task Order No.: MM Contact: Bart Hendricks, P.E.

Project Description: MESI Freedom Bridge Replacement						
Contract Description	Contract Amount	% Complete Amount	Previously Invoiced Amount	Current Amount Due	Invoiced to Date Amount	Remaining Contract Amount
Lump Sum Services						
Task 1: Bridge Hydraulics & Bridge Design	\$ 81,740.00	75.00%	\$ 41,687.40	\$ 19,617.60	\$ 61,305.00	\$ 20,435.00
Task 2: Post Design Services	\$ 10,060.00		\$ -	\$ -	\$ -	\$ 10,060.00
TOTAL	\$ 91,800.00	66.78%	\$ 41,687.40	\$ 19,617.60	\$ 61,305.00	\$ 30,495.00

Amount Due \$ 19,617.60 ✓

ok to pay when paid.
 a

PLEASE SEE BELOW FOR PAYMENT REMITTANCE INSTRUCTIONS:

Preferred Method of Payment Wire/ACH Instructions: HSBC Bank USA 452 Fifth Ave New York, NY 10018 Account Name: Mott MacDonald Account Number: 005054361 ABA Number: 021001088 Remittance Notification to: Credit Management US@mottmac.com	Mailing Instructions: Mott MacDonald P.O. Box 358061 Pittsburgh, PA 15251-5061	Overnight Instructions: Mott MacDonald Attn: Box 358061 500 Ross Street 154-0455 Pittsburgh, PA 15251-0001
--	--	---

For questions regarding this invoice, please contact Shazelle Halstead at 850-602-9754 or shazelle.halstead@mottmac.com

INVOICE

Date: **10-Feb-2025**
 Invoice No. **250008**

Ms. Carrie Moore
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

RECEIVED

Project: **150004-012-004 NPDES/MS4 Annual Report (2023/2024)**
 Professional Services: *December 30, 2024 through February 4, 2025*
Task Order No. MES-30

Description: **Prepare Annual Report to FDEP for the period from July 2023 through July 2024.**

	Hours	Hourly Rate	Amount Earned
Sr. Project Manager		\$165.00	\$0.00
Sr. Professional Engineer		\$150.00	\$0.00
Professional Engineer		\$125.00	\$0.00
Design Engineer	45.50	\$78.00	\$3,549.00
CAD Technician		\$85.00	\$0.00
Clerical		\$55.00	\$0.00

Total This Work Task \$3,549.00

Direct Expenses
 Mileage Rate = \$0.625 per mile
 Miles Driven = 0.0 miles
Total Direct Expenses = \$0.00

Total Not to Exceed Fee: \$6,000.00
 Amount Billed This Invoice: \$3,549.00
 Amount Previously Paid: \$0.00
 Total Billed (Including this Invoice): \$3,549.00
 Fee Remaining: \$2,451.00

AMOUNT DUE THIS INVOICE: \$3,549.00

Municipal Engineering Services Appreciates your Patronage.
 Prompt Payment is Appreciated. Payment should be submitted to the address below.
 Should you have any questions or concerns, please contact us.

**NORTHWEST FLORIDA LEAGUE OF CITIES,
INC.**

Invoice

3200 Commonwealth Blvd Ste 7
Tallahassee, FL 32303
+18506456700
nwflc@iog.fsu.edu
<https://www.nwflc.com>



BILL TO
Luis Gomez
Town of Century
7995 N Blvd
Century, FL 32535-1621

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2024-605	10/10/2024	\$150.00	01/08/2025	Net 90	

	DESCRIPTION	QTY	RATE	AMOUNT
2025 Membership Dues 0+	2025 Northwest Florida League of Cities Membership Dues (0-4,999 Population)	1	150.00	150.00

BALANCE DUE

\$150.00



6701 Mobile Hwy
 Pensacola, FL 32526
 Phone: (850) 944-2002

Section 5, Item B.

Ship To: IN STORE PICKUP

Branch 05 - PENSACOLA, FL *REPRINT*		
Date 12/26/2024	Time 9:33:34 (O)	Page 1
Account No CENTU001	Phone No 8502563208	Inv No 01 E00736
Ship Via	Purchase Order 003130	
Federal Tax ID	State Tax ID	
BRANDON HINTON		Salesperson BH4 / SC

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

EQUIPMENT INVOICE

Description	Amount
Sourcewell Account #145919	
Quote # 2834253	
Stock #: E010994 Serial #: KBUMHBPCAR1A30478	85991.88
New KU M6-111DTCF-1	
New KUBOTA M6-111DTCF-1 4WD TRACTOR/24 SPD INTELLI SHIFT/CAB	

Miscellaneous Charges/Credits

	Qty:	Price:		
ASSEMBLY & HANDLING	1	325.00	325.00	
ASSEMBLY & HANDLING	1	737.50	737.50	
ASSEMBLY & HANDLING	1	400.00	400.00	
ASSEMBLY & HANDLING	1	449.37	449.37	
		Subtotal:	87903.75	
		Total (IN HOUSE CHARGE):	87903.75	

PAYMENT REMITTANCE ADDRESS:
 7065 HIGHWAY 49
 HATTIESBURG, MS 39402

Title and risk of loss passes to Purchaser at Seller's location as of the date hereof. Purchaser is responsible for making arrangement for transfer of purchased items, which may include use of an affiliate trucking company of the Seller pursuant to a separate contract with said company. Parts can not be returned for a refund after 30 days. A 15% restocking fee will be incurred by the Purchaser for any special order returns. No electrical components can be returned. In the event of a payment method provided to the Seller with insufficient funds, a \$40 fee will be incurred by the Purchaser. If a Purchaser has been granted credit by the Seller, payment terms are net 30. A \$20 penalty will be incurred by the Purchaser monthly for any past due balances, in addition to interest being accrued on any past due balance at 1.5% per month.

x Winn Merchant
 Received By

Thank You For Your Business!

PHILIP MAY CO., INC.

Invoice

P.O. BOX 326
BREWTON, AL 36427

Date	Invoice #
1/27/2025	161610

Phone # (251) 867-3616
Fax # (251) 867-4658

Bill To
TOWN OF CENTURY P.O. BOX 790 CENTURY, FL. 32535

Ship To
GARAGE

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Delivery Driver
	Net 30	110	1/27/2025			

Quantity	Item Code	Description	Price Each	Amount
1	03944	GATORADE 2 1/2 GAL 32/21OZ. PKS VARIETY FLAVORS	199.95	199.95
		<i>Street Dept.</i>		
		<i>468-001</i>		

			Total	\$199.95
--	--	--	--------------	----------

PHILIP MAY CO., INC.

Invoice

P.O. BOX 326
 BREWTON, AL 36427

Date	Invoice #
1/27/2025	161611

Phone # (251) 867-3616
 Fax # (251) 867-4658

Bill To
TOWN OF CENTURY P.O. BOX 790 CENTURY, FL. 32535

Ship To
SHOWALTER PARK

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Delivery Driver
	Net 30	110	1/27/2025			

Quantity	Item Code	Description	Price Each	Amount
1	03944	GATORADE 2 1/2 GAL 32/21OZ. PKS VARIETY FLAVORS <i>Showalter Park 527-002</i>	199.95	199.95

Total \$199.95

Invoice

PHILIP MAY CO., INC.

P.O. BOX 326
 BREWTON, AL 36427

Phone # (251) 867-3616
 Fax # (251) 867-4658

Date	Invoice #
2/10/2025	161701

Bill To
TOWN OF CENTURY P.O. BOX 790 CENTURY, FL. 32535

Ship To
TOWN HALL

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Delivery Driver
	Net 30	110	2/10/2025			


Quantity	Item Code	Description	Price Each	Amount
1	UNV 35267	ENVELOPE CLASP 10X13 KRAFT (100/BX)	31.95	31.95
			Total	\$31.95

RED BUD SUPPLY, INC.
 P.O. BOX 533
 BELMONT, MS 38827
 1-800-844-3057
 Phone: 1-800-844-3057
 Fax: 1-662-454-7786

INVOICE Section 5, Item B.

Invoice Number: 187581
 Invoice Date: 02/11/25
 Page: 1 of 1

SOLD TO:


 CITY OF CENTURY
 ACCTS. PAYABLE
 P.O. DRAWER 790
 CENTURY, FL 32535
 850-382-2456


SHIP TO:

CITY OF CENTURY
 7860 ALGER RD.
 CENTURY, FL 32535
 ATTN: KEVIN MERCHANT

Purchase Order #	Order Date	Order #	Salesperson	Ship Via	Date Shipped	Terms	Account
	01/28/25	187581	271	FEDEX	02/11/25	NET 30	CENTURYFL
					Due by:	03/13/25	

Ordered	Shipped	Qty B/O	Product Code	Description	Unit Price	Ext Price
1.00	1.00		CQ1TCRHA1824R	18X24 CUSTOM SIGN 080AL/HIP	\$69.9900	\$69.99
				TOWN OF CENTURY TOWN CLERK PARKING		

Subtotal: \$69.99
 Freight: \$16.90
TOTAL: \$86.89


214



106 STONE BLVD.
CANTONMENT, FL 32533
(850) 968-0991

INVOICE

Section 5, Item B.

Invoice Date	Customer ID	Invoice ID
02-06-2025	2-CENTU	233223
Draw ID	Purch Order	Ship Date

To: TOWN OF CENTURY
ATTN: LESLIE GONZALEZ
CENTURY, FL 32535

Job Location: CLAY FROM BLACK GOLD

Ship Via

None

Item	Description	Units	Unit of Measure	Unit Price	Amount
2-06	CLAY	32.00	CY	3.50	112.00

ATTN CHECK WRITERS: When you provide us a check as payment, you authorized us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

DATE DUE: 02-06-2025

Amount Billed	\$112.00
Total Tax	
Retainage Held	
Amount Due	\$112.00

Terms: Our terms are net 30 days. We will assess up to the states legal maximum rate for finance charges on delinquent accounts. Please reference invoice number on all checks.

Printed: 2/14/2025 4:18:52 PM
Store: 1
Workstation: 7

Sales Receipt #20806

2/14/2025
Cashier:
Page 1

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

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

Item Name	Attribute	Size	Orig Price	Disc %	Type	Qty	Price	Ext Price	Tax
USB 3.0 TP HDMI/DVI ADAPTER			\$79.99			1	\$79.99	\$79.99	T
TWISTED VEINS HDMI 6FT			\$14.95			1	\$14.95	\$14.95	T
LOGITECH SPEAKERS S-150			\$24.95			1	\$24.95	\$24.95	T
JONATHAN ONSITE LABOR			\$89.00			3	\$89.00	\$267.00	N
							Subtotal:	\$386.89	
							Exempt	0 % Tax:	+ \$0.00
							RECEIPT TOTAL:	\$386.89	

Account: \$386.89

Signature _____

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

Previous Account Balance: \$0.00
Account Balance: \$386.89

2/11/2025
Carrie needed assistance with settings up Quickbooks user accounts on all the company files. She also needed assistance setting up her email on her phone.

Thank You For Your Business



20806

Total Fire Protection Inc.
5385 Patterson Ave SE, Suite C
Grand Rapids, MI 49512
616.735.2300



Bill To
Century Community Center
7995 North Century Boulevard
Century, FL 32535

FED22-000003
EF20001774
FPC21-000036

Invoice No. 12526211
Invoice For Inspection Job #39236761 (02/13/2025)
Transaction Date 2/14/2025
Due Date 3/16/2025 (Net 30)

Service Location
Agriculture Building
6001 A Industrial Blvd.
Century, FL 32535

Code	Item	Svc	Qty	Unit Price	Amt
QRFSFL	Quarterly Fire Sprinkler	SP	1	\$245.00	\$245.00
GRAND TOTAL					\$245.00

Notes

2/13/2025
Performed quarterly sprinkler inspection

Terms & Conditions

Invoice due in Net 30 days



PLEASE REMIT PAYMENT TO:
 VERMEER SOUTHEAST
 428 OCOEE APOPKA ROAD
 OCOEE, FL 34761-2146

Pensacola
 6691 Mobile Highway
 Pensacola, FL 32526
 850-944-8110

Section 5, Item B.

www.vermeersoutheast.com

Ship To: IN STORE PICKUP

Invoice To: TOWN OF CENTURY
 PO BOX 790
 CENTURY FL 32535

Branch		
PENSACOLA		CNNYYY
Date	Time	Page
02/18/25	13:10:12 (O)	01
Account No	Phone No	Inv No
E00756	8502563208	P1281442
Ship Via	Purchase Order	
pick up	MICKEY	
Tax ID No		
		Salesperson
		222

PARTS INVOICE

ORDER#: 012112

Part#	Description	Bin	ORD	ISS	SHP	B/O	U	Price	Amount
2500JV15	VALVE KIT FOR 1	4200539	1	1	1			686.20	686.20
FRTIN	INBOUND FREIGHT	ZZ	1	1	1			18.26	18.26

micky
 850-503-0005
 203301344.
 1Z6Y17240364493637

ON ACCOUNT

704.46

S. Dept.

467-004

TERMS: NET DUE 30 DAYS FOLLOWING DATE OF PURCHASE UNLESS OTHERWISE NOTED. SERVICE CHARGE OF 1 1/2% PER MONTH (ANNUAL RATE OF 18%) ON PAST DUE BALANCES. SPECIAL ORDER PARTS & ELECTRICAL ITEMS - NON RETURNABLE STOCKED PARTS - 20% RESTOCKING CHARGE WITH ORIGINAL INVOICE. NO RETURNS AFTER 15 DAYS.

ALL WARRANTIES, IF ANY, MADE WITH RESPECT TO THIS PART(S) ARE THOSE WARRANTIES MADE BY THE MANUFACTURER. DEALER MAKES NO WARRANTIES EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS OF A PARTICULAR PURPOSE.

X

Received By

Thank You For Your Business!



Environment Testing

Invoice No.	4000155344	Invoice Date	February 17, 2025
Terms	Net 30 days	Federal Tax ID	87-2895395
Remit to	Eurofins Environment Testing Southeast, LLC, PO BOX 3213, Carol Stream, IL 60132-3213		
Wire	Citibank ABA: 031100209 Acct# 54064616 SWIFT Code: CITIUS33		
ACH	Citibank ABA: 031100209 Acct# 54064616 SWIFT Code: CITIUS33		

Bill to:
Town of Century Attn: Accounts Payable 7995 N Century Blvd Century, FL 32535

Ship to:
Town of Century 7995 N Century Blvd Century, FL 32535

P.O. Number	W.O. Number	Contract Number	Work Ordered by
Purchase Order not required			Bob Johnson
Job Description	Site Name	SDG Number	Invoice Contact
See below			Alicia Johnson

Job No.	Job Description	Receipt Date	Quantity	Unit Price	Amount
	Method/Test Description				
J270150-1	Monthly Testing + Metals	01/31/2025			
	SM 2540D - Solids, Total Suspended (TSS)		2.00	15.00	30.00
	350.1 - Nitrogen, Ammonia		1.00	20.00	20.00
	351.2 - Nitrogen, Total Kjeldahl		1.00	30.00	30.00
	353.2 - Nitrogen, Nitrate-Nitrite		1.00	20.00	20.00
	365.4 - Phosphorus, Total		1.00	20.00	20.00
	SM 9222D - Coliforms, Fecal (Membrane Filter)		1.00	25.00	25.00
	SM 9223 - Coliforms, Total, and E.Coli (Colilert - Quanti Tray)		1.00	35.00	35.00
	Total Nitrogen - Nitrogen, Total		1.00	10.00	10.00
	SM5210B CBOD - Carbonaceous BOD, 5 Day		2.00	25.00	50.00
	200.7 Rev 4.4 - Total Recoverable Cu		1.00	40.00	40.00
	2340C-2011 - Hardness, Total (mg/l as CaCO3)		1.00	25.00	25.00
	Safe and Environmentally Responsible Waste Management (per sample)		3.00	5.00	15.00

Project Number	Client Number	Project Manager	Subtotal (USD)	\$320.00
40010692	4100570	Cheyenne Whitmire		
Latest Sample Receipt Date	Latest Report Date	Phone Number	Total (USD)	\$320.00
01/31/2025	02/11/2025	(850) 471-6222		

For proper credit, please include invoice number on all remittance.

This invoice falls under Eurofins Environment Testing Southeast, LLC Standard T&C's of Net 30 Days unless superseded by another valid contract vehicle in place at the time these services were rendered.

INVOICE

Date: 10-Feb-2025
Invoice No. 250009

Ms. Carrie Moore
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: 150004-020 Consent Order (OGC File 22-1893)
Professional Services: January 1, 2025 through February 4, 2025
Task Order No. MES-19

Description: Prepare Quarterly Report and time extension request on Town's behalf.

	Hours	Hourly Rate	Amount Earned
Sr. Project Manager		\$165.00	\$0.00
Sr. Professional Engineer	11.50	\$150.00	\$1,725.00
Professional Engineer		\$125.00	\$0.00
Design Engineer		\$78.00	\$0.00
CAD Technician		\$85.00	\$0.00
Clerical		\$55.00	\$0.00

Total This Work Task \$1,725.00

Direct Expenses

Mileage Rate = \$0.625 per mile
Miles Driven = 0.0 miles
Total Direct Expenses = \$0.00

AMOUNT DUE THIS INVOICE: \$1,725.00

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

RECEIVED

INVOICE

Date: **10-Feb-2025**
 Invoice No. **250007**

RECEIVED

Ms. Carrie Moore
 Town Clerk
 Town of Century
 PO Box 790
 Century, FL 32535

Project: **150004-003 Miscellaneous Engineering Services**
 Professional Services: *January 1, 2025 through February 4, 2025*
 Task Order No. **MES-1**

Description: **Correspond with client's consultant (Aclus Engineering) and Council regarding grant projects for the Town. Prepare grant summary update. Prepare Legislative Appropriation Requests (2).**

	Hours	Hourly Rate	Amount Earned
Sr. Project Manager		\$165.00	\$0.00
Sr. Professional Engineer	11.00	\$150.00	\$1,650.00
Professional Engineer		\$125.00	\$0.00
Design Engineer	12.00	\$78.00	\$936.00
CAD Technician		\$85.00	\$0.00
Clerical		\$55.00	\$0.00

Total This Work Task \$2,586.00

Direct Expenses
 Mileage Rate = \$0.625 per mile
 Miles Driven = 0.0 miles
 Total Mileage Expenses = \$0.00
Total Direct Expenses = \$0.00

AMOUNT DUE THIS INVOICE: \$2,586.00

Municipal Engineering Services Appreciates your Patronage.
 Prompt Payment is Appreciated. Payment should be submitted to the address below.
 Should you have any questions or concerns, please contact us.

INVOICE

Date: **10-Feb-2025**
 Invoice No. **250010**

Ms. Carrie Moore
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-014 WW System Misc. Impr. Phase II - LS Rehab, Prison Bar Screen/Gen., and WWTP Rehab**
(Construction Phase)

Professional Services: *November 6, 2024 through February 4, 2025*

LUMP SUM WORK

Phase / Task	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Cultural Resources Assessment Survey (CRAS)	\$7,125.00	100.00%	\$7,125.00	\$7,125.00	\$0.00
Concrete Tankage Structural Evaluation (Structural Engineer)	\$62,150.00	100.00%	\$62,150.00	\$62,150.00	\$0.00
Final Design Plan Revisions	\$25,000.00	100.00%	\$25,000.00	\$25,000.00	\$0.00
Bidding	\$8,000.00	100.00%	\$8,000.00	\$8,000.00	\$0.00
Bidding (Structural Engineer)	\$2,310.00	100.00%	\$2,310.00	\$2,310.00	\$0.00
Construction Administration/Monitoring (Structural Engineer)	\$23,540.00	0.00%	\$0.00	\$0.00	\$0.00
Construction Administration/Monitoring (CA/CM)	\$222,560.00	5.00%	\$11,128.00	\$4,451.20	\$6,676.80
Grant/Loan Admin	\$20,000.00	30.00%	\$6,000.00	\$6,000.00	\$0.00
MES Totals	\$370,685.00	32.83%	\$121,713.00	\$115,036.20	\$6,676.80

AMOUNT DUE THIS INVOICE: \$6,676.80

h

Municipal Engineering Services Appreciates your Patronage.
 Prompt Payment is Appreciated. Payment should be submitted to the address below.
 Should you have any questions or concerns, please contact us.

RECEIVED

PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
------------	--------------	-----------------	----------------	----------------

TOWN OF CENTURY	REGULAR EFT	V007317	ABT2NDQTR	97.89
-----------------	-------------	---------	-----------	-------

PLEASE CONTACT: DEPT OF BUSINESS AND PROFESSIONAL REGULATION AT (850) 487-2100

TOWN OF CENTURY	REGULAR EFT	VF03882	3	6,198.75
-----------------	-------------	---------	---	----------

PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465

Section 5, Item B.

PAYMENTS STATE OF FLORIDA ID9001395052,
\N2*NA*NA\N2*NA\ENT*1\RMR*IV*3**6198.75\SE*1...

02/07/2025

+

\$6,198.75

Summary

Amount

\$6,198.75

From

Controlling Fund (...8401)

To

Water Fund (...9201)

Send Date

02-25-2025

Memo

invoice 3-reimbursement

Status

Transfer Executed Successfully.

Reference Number

776e2537-388d-46ba-8b64-61aa9adc1c69

PAYMENT REQUEST SUMMARY FORM

DEP Agreement No. LPA0150 Payment Request No. 3 Request Date: 12/5/2024

Town of Century

Grantee:
(Name & Mailing Address)

7995 N Century Boulevard

Century, FL 32535

Grantee's Grant Manager:

Kristina Wood

GRANT EXPENDITURES SUMMARY SECTION

AUTHORIZED TASKS	AMOUNT OF THIS REQUEST	PREVIOUS PAYMENT REQUESTS	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Task 1: Design and Permitting	\$ 3,998.75	\$ 34,001.25	\$ 38,000.00	\$ -	\$ -
Task 2: Bidding and Contractor Selection	\$ 2,200.00	\$ -	\$ 2,200.00	\$ -	\$ -
Task 3: Project Management	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4: Construction (Contractual Services)	\$ -	\$ 47,025.00	\$ 47,025.00	\$ -	\$ -
Task 4: Construction (Miscellaneous/Other)	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7:	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AMOUNT	\$ 6,198.75	\$ 81,026.25	\$ 87,225.00	\$ -	\$ -
TOTAL BUDGET (ALL TASKS)	\$ 468,453.00			\$ -	
LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF:	\$ 87,225.00			\$ -	
TOTAL REMAINING (ALL TASKS)	\$ 381,228.00			\$ -	

GRANTEE CERTIFICATION

Complete the Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

Grantee's Certification of Payment Request

I, Kristina Wood, on behalf of
(Print name of Grantee's Grant Manager designated in the Agreement)

Town of Century, do hereby certify for
(Print name of Grantee)

DEP Agreement No. LPA0150 and Payment Request No. 3 that:

- 1) The disbursement amount requested is for allowable costs for the project described in Attachment 3 of the Agreement.
- 2) All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project: such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- 3) The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in default of any terms or provisions of the contracts.
- 4) If this Agreement includes federal provisions that have applicable Davis-Bacon Act certification requirements, I certify to the best of my knowledge and belief that the above-referenced project complies with Davis-Bacon and Related Acts such that all of the laborers and mechanics employed by contractors and subcontractors during the referenced period on the contractors pay applications submitted with this payment request were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

I also certify that interviews and periodic reviews of a representative sample of the weekly payroll data have been performed to verify that contractors and subcontractors are paying the appropriate wage rate.

For additional information on Davis-Bacon and Related Acts, please refer to the link below:

<https://www.dol.gov/agencies/whd/government-contracts/construction>

Kristina Wood
Signature of Grantee's Grant Manager
(Original Ink or Digital Timestamp)

Kristina Wood
Print Name

850-256-3208
Telephone Number

Kristina Wood Town of Century
Signature of Grantee's Fiscal Agent
(Original Ink or Digital Timestamp)

Kristina Wood
Print Name

850-256-3208
Telephone Number

Engineer's Certification of Payment Request

ONLY SUBMIT IF CONSTRUCTION IS PART OF THE PAYMENT REQUEST

I, Dale E. Long, P.E. LEED AP, being the Professional Engineer retained by Town of Century, am responsible for overseeing construction of the project

described in the Agreement and do hereby certify that for DEP Agreement No. LPA0501 and Payment Request No. 3

- 1) All permits and approvals required for the construction, which is underway, have been obtained.
2) Payment is in accordance with construction contract provisions.
3) Construction up to the point of this payment request is in compliance with the approved plans and permits.
4) Equipment, materials, labor, and services represented by the construction invoices have been satisfactorily purchased or received and applied to the project in accordance with construction contract documents filed with and previously approved by the Department of Environmental Protection.



Digitally signed by Dale E Long Date: 2024.12.30 15:18:00 -06'00'

Signature of Professional Engineer (Original Ink or Digital Timestamp)

Municipal Engineering Services, Inc. Firm or Affiliation

(Date) 55393 (P.E. Number)

INVOICES AND CANCELLED CHECKS

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **10-Feb-2024**
Invoice No. **240012**

Ms. Leslie Howington
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-018** **Miscellaneous Well and Water Treatment Plant Improvements**
Professional Services: *October 4, 2023 through February 6, 2024*
Task Order No. **MES-16**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$9,500.00	100.00%	\$9,500.00	\$8,550.00	\$950.00
Electrical Engineering	\$17,075.00	100.00%	\$17,075.00	\$15,367.50	\$1,707.50
Architectural	\$11,425.00	55.00%	\$6,283.75	\$6,283.75	\$0.00
Bidding	\$2,200.00	50.00%	\$1,100.00	\$0.00	\$1,100.00
Project Mgmt (CA/CM/Grant Admin)	\$22,800.00	0.00%	\$0.00	\$0.00	\$0.00
MES Totals	\$63,000.00	53.90%	\$33,958.75	\$30,201.25	\$3,757.50

AMOUNT DUE THIS INVOICE: \$3,757.50

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

Front:

DOCUMENT IS PRINTED ON 100% RECYCLED, POST-CONSUMER WASTE PAPER. THE BACK OF THIS DOCUMENT IS GLUED. PLEASE REMOVE CAREFULLY. WASH HANDS. DO NOT REUSE.

TOWN OF CENTURY WATER FUND
1395 N. CENTRAL BLVD
CENTURY, FL 32535

UNITED BANK
207 SPRING ST. STE 1-1
JAY, FLORIDA 32585

009844

3/18/2024

PAY TO THE ORDER OF Municipal Engineering Services, Inc \$ 3,757.50

Three Thousand Seven Hundred Fifty-Seven and 50/100 ***** DOLLARS

Municipal Engineering Services, Inc
8574 Turkey Bluff Road
Navarre, Florida 32568

Yousheng
Kristina Wood
AUTHORIZED SIGNATURE

MEMO 240012 02102024 miscellaneous well and water tra

⑈009844⑈ ⑆062402098⑆ 03308920⑆⑈

Back:

THE FRONT AND BACK OF ANY CHECK SHOULD BE IDENTICAL

ENDORSE HERE: PAY TO THE ORDER OF
MUNICIPAL ENGINEERING SERVICES, INC
02/11/2024
MUNICIPAL ENGINEERING SERVICES, INC
02/11/2024

CHECK HERE IF MOBILE DEPOSIT
DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

0 0 4 1 0 8 8 2 9 0 2 7 5 7 < 0 3 2 6 2 4

MUNICIPAL ENGINEERING SERVICES, Inc.

Excellence in Engineering Service

INVOICE

Date: **11-Mar-2024**
Invoice No. **240032**

Ms. Leslie Howington
Town Clerk
Town of Century
PO Box 790
Century, FL 32535

Project: **150004-018** **Miscellaneous Well and Water Treatment Plant Improvements**
Professional Services: *February 7, 2024 through March 5, 2024*
Task Order No. **MES-16**

Phase / Task	LUMP SUM WORK				
	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
Design and Permitting	\$14,641.25	100.00%	\$14,641.25	\$9,500.00	\$5,141.25
Electrical Engineering	\$17,075.00	100.00%	\$17,075.00	\$17,075.00	\$0.00
Architectural	\$6,283.75	100.00%	\$6,283.75	\$6,283.75	\$0.00
Bidding	\$2,200.00	100.00%	\$2,200.00	\$1,100.00	\$1,100.00
Architectural CA/CM	\$5,141.25	0.00%	\$0.00	\$0.00	\$0.00
Project Mgmt (CA/CM/Grant Admin)	\$17,658.75	0.00%	\$0.00	\$0.00	\$0.00
MES Totals	\$63,000.00	63.81%	\$40,200.00	\$33,958.75	\$6,241.25

AMOUNT DUE THIS INVOICE: \$6,241.25

Municipal Engineering Services Appreciates your Patronage.
Prompt Payment is Appreciated. Payment should be submitted to the address below.
Should you have any questions or concerns, please contact us.

SUMMARY REPORT

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Deliverables Report

DEP Agreement No.:	LPA0150
Project Title:	Century Well and Water Plant Rehabilitation
Grantee Name:	Town of Century
Grantee's Grant Manager:	Kristina Wood
Payment Request No. #	3
Reporting Period:	December 21, 2023 to March 5, 2024

Task #1: Design and Permitting

Deliverables: Civil, Architectural, and Electrical Plans

Permits: FDEP Well Rehabilitation Permits for Well No.'s 1, 2, 3

Summary of Work: FDEP permits have been applied for and received. Plans and specifications are 100% complete.

Task #2: Bidding and Contractor Selection

Deliverables: Bid Package, Publish Public Notice, Solicit Bids, Pre-Bid Meeting, Contractor Selection

Documentation: Public Notice of Advertisement of Bid, Bid Package, Notice of Selected Contractors.

Summary of Work: The Bid Package was completed. The advertisement for sealed bids for the project was published on January 29, 2024. Sealed Bids were received March 7, 2024.

SURVEY OF MUNICIPALITIES WITH A FINANCE DIRECTOR/CFO

(Broken Down by Municipality, Population, Salary and Point of Contact)

MUNICIPALITY	POPULATION	SALARY	POINT OF CONTACT	TELEPHONE NUMBER	OTHER
Town of Century, FL	1,713				The Town does not currently have an employee that serves in this capacity
Town of Jay	541	\$75,000/YR	Eric Seib	(850) 675-4556	The Town Manager serves in this capacity. The Town has a Town Clerk
Town of Flomaton, AL	1,452	\$75,000/YR	Carrie Moore	(251) 296-2431	The Town Clerk serves in the capacity as Finance Director. The Town has a Utility Superintendent that serves as the Town Manager
City of Chattahoochee, FL	2,955	\$55,000/YR	Amanda Applewhite	(850) 663-4046	Town Clerk serves as Finance Director The Town also has a Town Manager.
City of Sneads, FL	1,756	\$54,000/YR	Sherrie Griffin	(850) 593-6636	The City Clerk serves as Finance Director. The Town also has a City Manager.
City of Brewton, AL	5,138	\$42,000/YR	Brooke Hartin	(251) 809-1770	The Town has a Chief Financial Officer (CFO) position that has been vacant for about a year.

Prepared by: Howard W. Brown, Jr., Interim Town Manager - **Source:** Personal Interviews

Date: February 7, 2025

ORDINANCE NO. 2025-XX

AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA, ESTABLISHING THE POSITION OF TOWN ADMINISTRATOR TO SERVE AS THE OPERATING OFFICER ASSISTING THE MAYOR; DEFINING DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS; PROVIDING FOR APPOINTMENT, SUPERVISION, CONTRACTING, AND REMOVAL; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the Town of Century recognizes the need for a professional administrative officer to assist the Mayor in the oversight of daily operations and financial management; and

WHEREAS, the Mayor is the Chief Administrative Officer and Chief Executive Officer of the Town, responsible for overall leadership, policy direction, and executive decision-making; and

WHEREAS, the Town Administrator shall serve as the operating officer, assisting the Mayor in the day-to-day execution of policies, financial management, and municipal operations; and

WHEREAS, the Town Charter does not currently establish the position of Town Administrator, but the Town Council has the legislative authority to create such a position through this ordinance; and

WHEREAS, the Town Council finds that the creation of a Town Administrator position will enhance operational efficiency, streamline management responsibilities, and improve financial oversight;

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

SECTION 1. CREATION OF THE TOWN ADMINISTRATOR POSITION

The position of Town Administrator is hereby created to serve as the operating officer of the Town of Century, responsible for assisting the Mayor in overseeing daily operations, financial management, and personnel administration.

SECTION 2. APPOINTMENT, CONTRACTING, SUPERVISION, AND REMOVAL

1. The Town Administrator may be:
 - o Appointed as an employee by the Mayor, subject to approval by the Town Council.
 - o Hired as a contracted individual.
 - o A company with expertise in municipal administration and financial management, contracted to provide these services.

2. The Town Administrator shall report directly to the Mayor, who shall provide oversight, direction, and performance evaluations.
3. The Town Administrator, whether an individual or a contracted entity, may be removed by the Mayor, with approval of the Town Council, by a majority vote.

SECTION 3. QUALIFICATIONS (FOR INDIVIDUAL APPOINTMENT OR CONTRACTED EMPLOYEE)

The Town Administrator, if appointed as an individual, shall meet the following qualifications:

1. A bachelor’s degree in public administration, business administration, finance, or a related field (a master’s degree is preferred).
2. A minimum of five (5) years of experience in municipal administration, financial management, or executive leadership.
3. Strong knowledge of local government operations, financial reporting, budgeting, procurement, and personnel management.
4. Effective leadership, organizational, and decision-making skills.

For companies or firms contracted to provide these services, the Town Council shall ensure that the selected entity has:

1. Proven expertise in municipal operations, financial management, and government administration.
2. A track record of successful management and service provision for local governments or public agencies.
3. The capacity to provide qualified personnel to fulfill the duties outlined in this ordinance.

SECTION 4. DUTIES AND RESPONSIBILITIES

The Town Administrator shall serve as the operating officer, assisting the Mayor in the following areas:

1. Operational Management:
 - o Assist the Mayor in overseeing daily operations, ensuring efficiency in all administrative and business functions.
 - o Ensure that town services, projects, and operations are executed in accordance with the Mayor’s directives and Town Council policies.
2. Financial Oversight:
 - o Serve as the Financial Services Director, responsible for budget preparation, financial planning, and fiscal accountability.
 - o Perform or supervise journal entries, bank reconciliations, procurement oversight, and payroll management.
 - o Ensure compliance with all financial reporting and audit requirements.
3. Personnel and Staffing:
 - o Assist the Mayor in hiring, supervising, evaluating, disciplining, and terminating town employees.

- Conduct periodic reviews of job descriptions, minimum qualifications, and performance evaluations.
- 4. Procurement and Contract Administration:
 - Oversee the procurement process, ensuring compliance with town policies and state procurement laws.
 - Approve vendor contracts and purchases within authorized budgetary limits.
- 5. Policy Implementation and Town Council Support:
 - Advise and make recommendations to the Mayor and Town Council on policies, programs, and operational improvements.
 - Prepare reports, studies, and presentations to facilitate informed decision-making.

SECTION 5. COMPENSATION AND BENEFITS

1. If the Town Administrator is an employee, salary and benefits shall be established by the Town Council through the annual budget process.
2. If the Town Administrator is a contracted individual or company, the terms of compensation shall be established in the contract agreement approved by the Town Council.

SECTION 6. PERFORMANCE REVIEW

1. The Mayor shall conduct an annual performance review of the Town Administrator, assessing leadership, financial oversight, and operational efficiency.
2. The performance review shall consider:
 - Execution of the Mayor’s directives and Town Council policies
 - Effectiveness in financial management and budget oversight
 - Personnel administration and development of town staff
 - Compliance with local, state, and federal laws

For contracted firms, performance reviews shall include an assessment of service delivery, compliance with contractual obligations, and overall effectiveness in managing town operations.

SECTION 7. SEVERABILITY

If any section or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such ruling shall not affect the validity of the remaining sections.

SECTION 8. CONFLICTS

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9. EFFECTIVE DATE

This ordinance shall take effect immediately upon its adoption by the Town Council of the Town of Century.

PASSED AND ADOPTED by the Town Council of the Town of Century, Florida, on this ____ day of _____, 2025.

ATTEST:

Alicia Johnson
Interim Mayor
Town of Century, Florida

Carrie Moore
Town Clerk

Draft



February 27, 2025

VIA EMAIL: ajohnson@centuryflorida.us

Honorable Alicia Johnson
Interim Mayor
Town of Century
7995 N. Century Blvd.
Century, Florida 32535

RE: Well and Water Plant No. 2 Rehabilitation – Change Order No. 1

Dear Mayor Johnson:

You may recall that this project was awarded to two separate contractors with two separate contracts. Dunaway Electrical Services, Inc. is contracted to complete the electrical rehabilitation work at Well No. 2. Evans Contracting, Inc. is contracted to complete the well building rehabilitation and sitework improvements at Well No. 2. Both of these contractors have been delayed due to the extremely long lead time for delivery of the Motor Control Center (MCC).

Earlier this month we received a shipping timeline for the Motor Control Center of up to 35 weeks. Following receipt of that information we met with both Contractors (on February 18, 2025) to discuss the timeline for completion of this project. Based on the discussion at this meeting the Contractors have requested additional time to complete the project. The Contractors are confident that the MCC will be delivered no later than November 1, 2025. Once delivered, they will require 120 days thereafter to complete the work. This equates to a new completion date of March 1, 2026. Evans Contracting has indicated that they will try to mobilize earlier if their schedule permits to work on some of the sitework improvements.

While we understand the urgency of this project and recognize that this timeline is not ideal. Unfortunately, we have limited control over the manufacturing and delivery dates related to equipment. To this end, we recommend approval of this Change Order to extend the completion date to March 1, 2026.

Honorable Alicia Johnson
February 27, 2025
Page 2 of 2

We plan to attend the Council Meeting on March 4, 2025 to answer any questions that you or the Council may have regarding this project. If you have any questions, please do not hesitate to call.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.



Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

CONTRACT CHANGE ORDER							ORDER NO. 1
							DATE February 27, 2025
							STATE Florida
							COUNTY Escambia
CONTRACT FOR:		Miscellaneous Well & Water Plant Rehabilitation					
PROJECT NO.:		150004-018					
OWNER:		Town of Century					
TO CONTRACTOR:		Evans Contracting, Inc.					
		400 Neal Road					
		Cantonment, FL 32533					
You are hereby requested to comply with the following changes from the contract plans and specifications.							
Bid Item No.	Add/Deduct	No	Unit	Description of Changes (Supplemental Plans And Specifications Attached)	Unit Price	DECREASE In Contract Price	INCREASE In Contract Price
BASE BID B - Well No. 2 Rehabilitation							
TOTALS						\$0.00	\$0.00
NET CHANGE IN CONTRACT PRICE						\$0.00	
JUSTIFICATION:							
Time Extension Request							

The amount of the Contract will be **DECREASED** By The Sum Of: \$0.00

The Contract Total Including this and Previous Change Orders Will Be:
Three-Hundred Thirty-Four Thousand, Seven-Hundred Seven Dollars and No Cents \$334,707.00

The Contract Period Completion of Project Will Be: **UNCHANGED** 386 DAYS
 The Contract Completion Date Shall Therefore Be: **3/1/2026**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
(Evans Contracting, Inc.) (Date)

Recommended _____
(Municipal Engineering Services, Inc.) (Date)

Accepted _____
(Town of Century) (Date)

CONTRACT CHANGE ORDER							ORDER NO. 1
							DATE February 27, 2025
							STATE Florida
							COUNTY Escambia
CONTRACT FOR:		Miscellaneous Well & Water Plant Rehabilitation - Electrical					
PROJECT NO.:		150004-018					
OWNER:		Town of Century					
TO CONTRACTOR:		Dunaway Electrical Services, Inc.					
		2767 Sherrilane Dr.					
		Cantonment, FL 32533					
You are hereby requested to comply with the following changes from the contract plans and specifications.							
Bid Item No.	Add/Deduct	No	Unit	Description of Changes (Supplemental Plans And Specifications Attached)	Unit Price	DECREASE In Contract Price	INCREASE In Contract Price
BASE BID B - Well No. 2 Electrical							
TOTALS						\$0.00	\$0.00
NET CHANGE IN CONTRACT PRICE						\$0.00	
JUSTIFICATION:							
Time Extention Request							

The amount of the Contract will be **DECREASED** By The Sum Of: \$0.00

The Contract Total Including this and Previous Change Orders Will Be:
 Two Hundred Sixty-Four Thousand, Eight Hundred Seventy-Six Dollars, and Fifty-Four Cents \$264,876.54

The Contract Period Completion of Project Will Be: **UNCHANGED** 365 DAYS
 The Contract Completion Date Shall Therefore Be: **3/1/2026**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
(Dunaway Electrical Services, Inc.) (Date)

Recommended _____
(Municipal Engineering Services, Inc.) (Date)

Accepted _____
(Town of Century) (Date)

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order
No. MES-31 ,
consisting of 3 pages.

Section 6, Item D.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [**December 7, 2015**] ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: February 27, 2025
- b. Owner: Town of Century
- c. Engineer: Municipal Engineering Services, Inc.
- d. Specific Project (title): Miscellaneous Water System Improvements

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as outlined as follows:

Municipal will complete the scope of work outlined in the proposal letter dated February 27, 2025, attached hereto as Attachment A.

- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

Additional Services that may be authorized or necessary under this Task Order are listed in the Scope of Services proposal noted above and/or those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

5. Task Order Schedule

Unless contrary to any schedule provisions provided in Exhibit A or elsewhere, the work associated with this task order project will be completed as noted in Attachment A - Proposal letter dated February 27, 2025.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as outlined in the Scope of Services Proposal noted above or as follows:

Municipal will complete this work for the fee outlined in proposal letter included as Attachment A.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

Surveying, Electrical Engineering, and Architectural. Other subconsultants will be utilized as required.

8. Other Modifications to Agreement and Exhibits:

None.

9. Attachments:

Attachment A - Proposal letter dated February 27, 2025.

10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER: **Town of Century**

ENGINEER: **Municipal Engineering Services, Inc.**

By: _____

By: W.V. Phillips II

Print Name: Alicia Johnson

Print Name: William V. Phillips, II, P.E.

Title: Interim Mayor

Title: President

Engineer License or Firm's
Certificate No. (if required): CA 30886
State of: Florida

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Dale E. Long, P.E., LEED AP

Title: _____

Title: Senior Project Engineer

Address: 7995 N. Century Boulevard
Century, Florida 32535

Address: 8574 Turkey Bluff Road
Navarre, FL 32566

E-Mail
Address: _____

E-Mail
Address: dlong@mesi-fl.com

Phone: (850)256-3208

Phone: (850) 428-0285

Task Order Form

February 27, 2025

VIA EMAIL: ajohnson@centuryflorida.us

Honorable Alicia Johnson
Interim Mayor
Town of Century
7995 N. Century Blvd.
Century, Florida 32535

RE: Miscellaneous Water System Improvements - Proposal for Engineering Services

Dear Mayor Johnson:

We are pleased to provide you with a fee proposal and scope letter for the Engineering Services associated with the Miscellaneous Water System Improvements related to the State Revolving Fund (SRF) Request for Inclusion that was recently approved by FDEP. You will recall that the Request for Inclusion that we submitted to the State included the following scope of work:

1. Planning Document - Preparation of a Facilities Plan and Environmental Report as required to qualify for future construction funding through FDEP SRF. The report will outline the work tasks that follow. It will also identify areas of low pressure or areas lacking fire protection within the Town's water system.
2. Well No. 1 - Repackage the Well No. 1 Improvements that were bid in March of 2024. Specifically, the planned rehabilitation includes improvements to the wellhouse structure, replacement of treatment equipment, the electrical system, and piping. The project will also include SCADA/telemetry to allow Well 1 and Well 2 to communicate with one another to prevent tank overflows.
3. Well No. 2 - Replace the lime feeder and provide SCADA/telemetry to allow Well 1 and Well 2 to communicate with one another to prevent tank overflows. We will also evaluate the need for an altitude valve at this location and provide the associated design as applicable.
4. Well No. 3 - Repackage the Well No. 3 Improvements that were bid in March of 2024 and combine them with the Well No. 3 replacement plans that were bid in November of 2024. Specifically, the project will include drilling a new well and rehabilitating the existing wellhouse structure, replacement of treatment equipment, the electrical system, and piping. This site will also be fit with a SCADA/Telemetry System to communicate with the booster pump station on Tedder Road.
5. Tedder Road Booster Pump Station Replacement – Replacement of the existing booster pump station located near the intersection of Tedder Road and US Highway 29 to serve as a back-up to serve the prison when either the well or the tank are out of service. The booster pump station will be constructed as a duplex skid mounted package system and will include a SCADA/telemetry system to tie its operation to Well No. 3.
6. Water Service Renewals - Replacement of the aged water services throughout the Town's franchise with new connections to the water mains and new service tubing. This work will

compliment the meter replacement project that is presently funded via a Legislative Appropriation.

The proposed fees to complete the referenced tasks are noted in the table below.

TOWN OF CENTURY MISCELLANEOUS WATER SYSTEM IMPROVEMENTS ENGINEERING FEE PROPOSAL BREAKDOWN February 26, 2025	
PLANNING COSTS	
Preliminary Planning, Meeting with Owner, Funding Agencies, and Permitting Agencies	\$3,500.00
SRF RFI and Loan Application Preparation Assistance	\$7,500.00
Environmental Coordination	\$2,500.00
Prepare DW Facilities Plan	\$21,500.00
Address Client and FDEP Comments	\$2,500.00
Finalize Report	\$2,500.00
PLANNING TOTAL	\$40,000.00
DESIGN COSTS	
Booster Pump Station	\$30,015.00
Booster Pump Station (Electrical)	\$18,000.00
Boundary/Topographic Survey:	\$2,885.00
Grant Administration	\$2,500.00
Title Search/Easement Work	\$7,500.00
Repackaging the Well No. 3 Plans (Civil)	\$10,000.00
Repackaging the Well No. 3 Plans (Electrical)	\$10,600.00
Well No. 2 Treatment/SCADA Design and Plan Incorporation	\$3,500.00
Well No. 2 Treatment/SCADA Design and Plan Incorporation (Electrical)	\$4,700.00
Repackaging the Well No. 1 Plans	\$5,000.00
Repackaging the Well No. 3 Plans (Electrical)	\$4,700.00
DESIGN TOTAL	\$99,400.00
TOTAL FEE	\$139,400.00

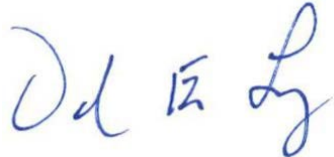
In order for this work to qualify for construction funding approval at the next FDEP SRF meeting in August 2025, the work noted above will need to be completed and submitted to the FDEP no later than June 2025 (45 days ahead of the meeting). To that end, we are ready to begin work on these projects immediately and look forward to discussing the project scope and fee with the Council at their March 4, 2025 meeting.

Honorable Alicia Johnson
February 27, 2025
Page 3 of 3

Upon Council approval, please execute the attached Task Order (No. MES-31) and return an executed copy back to us and we will begin work immediately. Thank you for considering Municipal Engineering Services, Inc. for your professional Civil Engineering needs. We look forward to working with you. If you have any questions, please do not hesitate to call.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.



Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

TOWN OF CENTURY, FLORIDA TOWN COUNCIL MEETING SPEAKER REQUEST FORM

If you wish to address the Town Council during the meeting, please complete the form below and submit to the Council President. Your name will be called when it is your turn to speak on the subject/topic you specified below.

Please print clearly to ensure that your name and address appear correctly in the official minutes of the meeting.

Name of Organization: Century Basketball Association

Name: Anthony Robinson Phone #: 571-258-7231

Address: _____

City, State, Zip: Century, FL 32535

Resident/Property Owner in Century city limits?
 YES
 NO

Please select one:

Speak on Any Agenda Item – Please specify below
Item: Century Basketball Association – Donation

Speak during Public Forum – Please specify below
Subject/Topic: _____

Note to the Speaker:

The Century Town Council values citizen comments and input. If you wish to speak to the Town Council please fill out the information on the top of this form and turn it in to the Council President.

Unless the **time limit** is changed by the Town Council, speaker's comments are limited to **three (3) minutes**.

When the Council President calls your name, please approach the microphone, **state your name for the record, and speak clearly** into the microphone so that the Town Council may hear your comments.

Thank you for your participation in the Town of Century government.

Century Basketball Association
Century, FL 32535

Mayor Alicia Johnson
Century Town Council
P.O. Box 790
Century, FL 32535

March 4, 2025

Mayor Alicia Johnson and Century Town Council,

The Century Basketball Association has seventy-registered players in its basketball program and we are requesting a donation of support from the Town of Century. As you know, it is vital to support our children with activities that are safe and fun that also teaches values on and off the court. May I also request that a vote be made tonight, March 4, 2025. On behalf of Century Basketball Association, we thank you for your support.

Sincerely,



Anthony Robinson
Century Basketball Association, President

LEASE AGREEMENT

This Lease Agreement ("Lease") is made and executed as of the 20th day of April, 2022, by and between the **Town of Century**, a Florida municipal corporation, whose address is 7995 North Century Blvd., Century, FL 32535, (hereinafter referred to as "Lessor"), and **Metro Rapid Transportation, LLC**, whose address is 10251 Highway 97, Walnut Hill, FL 32568 (hereinafter referred to as "Lessee"), who may herein also be collectively referred to as the "Parties," or individually referred to as a "Party."

SECTION 1. DEMISE AND DESCRIPTION OF PREMISES.

1.1 Lessor leases to Lessee, and Lessee hires and takes from Lessor, use of an office space, identified as Suite 5A of the Century Business Center, 400 East Pond Street, Century, FL 32535 (hereinafter the "Premises") which is more particularly identified and described in Exhibit "A" attached hereto. The "Century Business Center" is the entire parcel of property at 400 East Pond Street, Century, FL 32535, of which the Premises are a small portion, and is that portion of Escambia County Property Appraiser Parcel ID No.: 085N302302002001 that is north of Pond Street in the Town of Century.

1.2 Lessee acknowledges that Lessee has examined the Premises and agrees to accept the same in its "as is" condition without further responsibilities on the part of the Lessor for any construction, repairs, alterations, and additions thereto. Lessor reserves the right from time to time to make changes, additions, and eliminations in and to the building and common areas; provided, however, that the size and location of the Premises shall not be changed without the Lessee's prior written consent.

1.3 Improvements shall be the sole property of the Lessor upon the termination of this Lease. Lessee will also provide its decoration and trade fixtures, subject to the approval of the Lessor as hereinafter more particularly set forth.

1.4 By entering into and occupying the Premises, Lessee shall be deemed to acknowledge that the Premises are in good order and repair and that the Lessee accepts the Premises "as is."

1.5 Lessee shall also have nonexclusive right to use the paved parking surfaces and driveway within the Century Business Center as a means, path, or driveway for ingress to and egress from the Premises (collectively, the "Common Areas"). However, Lessee's use of the Common Areas shall in all respects be deemed subordinate to any use thereof by Lessor. The parking areas may be used by Lessee only for purposes of parking motor vehicles in clearly identified parking spaces and for no other uses.

1.6 Lessee shall not use or access any portion of the Century Business Center that is not identified as either the Premises or the Common Areas and, therefore, Lessee must implement all appropriate measures to assure that its employees, officials, agents, and invitees utilize only the areas authorized for Lessee's use as provided herein.

Metro Rapid Rental Agreement
with Town of Century

1.7 In addition, Lessee shall as part of this Lease and during the term hereof be entitled to the non-exclusive use for the limited purposes set forth in this paragraph of a portion of the property that is immediately east of the Century Business Center, such portion of property being more particularly identified and described in Exhibit "B" attached hereto (such portion of property hereinafter referred to as the "Bus Parking Area"). Lessee may use the Bus Parking Area only for purposes of parking of transportation vehicles that Lessee uses to provide its business services (hereinafter, "Lessee's Transport Vehicles"). Lessee shall access the Bus Parking Area for purposes of parking Lessee's Transport Vehicles only through the gate located on Pond Street near the southeast corner of the Bus Parking Area. No maintenance, repairs, replacement, of Lessee's Transport Vehicles shall take place at or upon either the Century Business Center or the Bus Parking Area; rather, use of the Bus Parking Area shall be strictly limited to only parking of Lessee's Transport Vehicles. No other vehicles or other property associated in any manner with Lessee or its business efforts shall be allowed at any time at or on the Bus Parking Area. Lessor shall have the unfettered and absolute right to adopt such rules and regulations as it deems appropriate pertaining to Lessee's use of the Bus Parking Area, including rules and regulations limiting (or even precluding) Lessee's use of the Bus Parking Area. No such rule or regulation of Lessor, even if it has the effect of completely preventing Lessee's use of the Bus Parking Area for the limited purposes contemplated herein, shall be the basis for Lessee to (i) refuse to pay rent contemplated herein, (ii) terminate this Lease, or (iii) make any claim for losses, damages, or other manner of redress against or from Lessor; rather, Lessee agrees and acknowledges that Lessee's right to use the Bus Parking Area is subject in all respects to Lessor sole and absolute discretion.

SECTION 2. TERM AND TERMINATION.

2.1 The term of this Lease shall be for a period of three (3) months commencing as of the 20th day of April, 2022 (hereinafter "Effective Date").

SECTION 3. RENT/REIMBURSEMENT OF UTILITY EXPENSES.

3.1 Lessee shall be required to pay rent in the amount of ZERO DOLLARS (\$0.00) each month during the term of this Lease with all utilities (water, wastewater and electricity) being split with the other tenant, Wesley Chapel Church. The Town will divide the utility bills and submit them to Wesley Chapel Church and Metro Rapid for payment to the Town.

3.2 All monthly payments of rent shall be paid on or before the first (1st) day of each month during the term of this Lease.

Metro Rapid Rental Agreement
with Town of Century

3.3 Lessee shall not for any reason withhold or reduce Lessee's required payments of rent or other charges provided in this Lease, it being expressly understood and agreed by the Parties that the payment of such rent and any additional rent (as contemplated in Section 4, below) is a covenant by Lessee that is independent of the other covenants of the Parties hereunder.

**SECTION 4. ALL OBLIGATIONS OF LESSEE CONSIDERED
ADDITIONAL RENT.**

4.1 All taxes, charges, costs and expenses which the Lessee is required to pay hereunder, together with all interest, penalties and late charges that may accrue in the event of Lessee's failure to pay such amounts, and all damages, costs and expenses which the Lessor may incur by reason of any default of the Lessee or failure on the Lessee's part to comply with the terms of this Lease, shall be deemed to be additional rent and, in the event of non-payment by Lessee, the Lessor shall have all rights and remedies with respect thereto as the Lessor has for non-payment of basic rent.

SECTION 5. USE AND CARE OF PREMISES.

5.1 Lessee shall in good faith continuously throughout the term of this Lease conduct and carry on, in and upon the Premises the business of community outreach and providing career and other social services and the Premises shall not be used for any other purposes. Lessee shall not commit waste, perform any acts or carry on any practices which may injure or be a nuisance or menace to other tenants, owners, customers, or the like of, in or to the Premises. Lessee shall operate its business in a dignified manner.

5.2 In the use and occupancy of the Premises, Lessee shall comply with all of the laws and ordinances and all valid rules and regulations of the United States, the State of Florida, the Town of Century, the County of Escambia, and any other applicable governments or agencies.

5.3 Lessee shall, at its sole cost and expense, keep the Premises in a safe, sightly, and serviceable condition and free from any infestation by insects, rodents, and other pests, and make all needed maintenance, repairs, and the replacements for the proper operation of the Lessee's business within the Premises. Lessee shall, at its own expense, at all times maintain the Premises in a clean, neat and orderly condition by means of regular janitorial services.

Metro Rapid Rental Agreement
with Town of Century

5.4 Lessee shall not make any alterations or replacement to the Premises without the prior written consent of the Lessor, except for Lessee's work in the installation of unattached movable fixtures which may be installed without drilling, cutting, or otherwise defacing the Premises. All alterations, additions, and improvements made in and to the Premises and all floor covering that is cemented or adhesively fixed to the floor and all fixtures (other than trade fixtures) which are installed in the Premises shall remain in and be surrendered with the Premises and shall become the property of the Lessor at the expiration or sooner termination of this Lease. So long as the Lessee is not in default hereunder, Lessee shall have the right to remove its trade fixtures from the Premises as more particularly set forth herein, provided that the Lessee shall repair and restore any damages to the Premises caused or occasioned by such removal.

5.5 Lessee shall not use the Premises or any part thereof, or permit any part of the Premises to be used, or permit any act whatsoever to be done on the Premises, in any manner that will violate or make void or inoperative any policy of insurance on the Premises.

5.6 Upon expiration or termination of this Lease, Lessee shall return the Premises to Lessor in its current condition.

SECTION 6. LESSEE TO PAY APPLICABLE SALES TAXES.

The Lessee shall pay all sales and other taxes tax required by applicable law applicable to this Lease and the Premises. Such payment shall be in addition to the monthly rent contemplated herein. Upon receipt of the separate lease tax payments from the Lessee, the Lessor is to remit same to the appropriate governmental entity.

SECTION 7. REPAIRS.

7.1 Lessee shall be responsible for all repairs, maintenance, and improvements to or for the Premises. Lessor shall have no obligation whatsoever to make or provide any repairs, maintenance, or improvements to or for the Premises.

7.2 Lessee agrees to make no alterations, improvements, or additions in or to the Premises, nor to install any equipment therein without, in each instance, obtaining Lessor's prior written approval thereof. Lessor may inspect such work during the course thereof and upon its completion, and Lessor shall have the right to object to any deviation from the approved plans and specifications and, upon receipt of any notice of such objection, Lessee shall take such steps as are necessary to correct such

Metro Rapid Rental Agreement
with Town of Century

deviation. Lessee shall pay and discharge all costs, expenses, damages, and other liabilities that may arise in connection with or by reason of such alterations, improvements, or additions.

SECTION 8. UTILITIES.

8.1 Lessor shall be responsible for all charges for electricity, water, sewage, gas, and garbage and waste removal. Lessee shall be responsible for all other utility services including but not limited to janitorial and cleaning, telephone, services to, at, or for the benefit of the Premises.

SECTION 9. ALTERATIONS/IMPROVEMENTS

Lessee shall make no alterations, changes, additions, or improvements to the Premises without prior written consent of Lessor. Such approval shall be subject to Lessor's absolute and sole discretion. Furthermore, such alterations, additions, changes, or improvements absolutely shall not affect the plumbing, electrical, and HVAC systems in the Century Business Center (including the Premises) and shall not be of a structural nature. Lessee shall conduct its work in such a manner as not to interfere with the operations at Century Business Center. All alterations, additions, changes, or improvements, whether temporary or permanent in character, made in or upon the Premises, either by Lessor or Lessee, shall be Lessor's property and at the end of the term hereof shall remain in and upon the Premises without compensation to Lessee. If, however, Lessor shall require in writing, Lessee will, prior to termination of this Lease, remove any and all alterations, additions, and improvements placed or installed by Lessee in the Premises, and will repair any damage caused by such removal. To the extent Lessee makes any alterations, additions, changes, or improvements and/or to the extent Lessor on behalf of Lessee makes such alterations, additions, changes, or improvements, and as a result thereof it can be determined that thereupon was caused an increase in real estate taxes and/or insurance premiums, then Lessee shall be responsible for reimbursing Lessor for such increases as Lessor may pay.

SECTION 10. *[This Section intentionally left blank.]*

SECTION 11. INSURANCE

11.1 Lessee must, at Lessee's expenses, obtain and maintain during the entire term of this Lease the following insurance in form satisfactory to Lessor, with one or more insurer qualified to do business in the state of Florida:

Metro Rapid Rental Agreement
with Town of Century

(a) Public Liability Insurance with minimum limits of \$1,000,000.00 for injuries to one person arising out of a single incident and \$2,000,000.00 for injuries to more than one person arising out of a single incident, and \$250,000.00 for property damage.

(b) Comprehensive General Liability Insurance, including products and completed operations, with minimum limits of \$1,000,000.00 for injury to one person arising out of a single incident and \$2,000,000.00 for injuries to more than one person arising out of a single incident, and \$250,000.00 for property damage. The Comprehensive General Liability Insurance policy shall specifically insure Lessee's liability under Section 12, below, ("Indemnification").

11.2 Lessor must be named as an additional insured in all policies of insurance. All policies of insurance required under this Lease shall contain the following endorsements:

(a) That such insurance policies may not be canceled or amended with respect to Lessor except on thirty (30) days prior written notice from the insurance company to Lessor, sent by certified or registered mail;

(b) That Lessee shall be solely responsible for the payment of all premiums under such policies and that Lessor shall have no obligation for the payment thereof;

(c) That in the event of payment of any loss covered by such policies, Lessor shall be paid first by the insurance company for its loss; and

(d) An express waiver of any right of subrogation by the insurance company against Lessor, Lessee hereby expressly waiving any such right of subrogation for any reason or occurrence whatsoever.

Lessee agrees to deliver to Lessor certificates of insurance of all policies of insurance to be procured by Lessee within thirty (30) days of the inception of such policies and, at least thirty (30) days before expiration of any such policies, Lessee shall deliver to Lessor certificates or memoranda of insurance evidencing the renewal thereof. The minimum limits of any insurance coverage to be maintained by Lessee pursuant to this Lease shall not limit Lessee's liability under Section 12, below ("Indemnification").

11.3 Lessee hereby waives and releases Lessor of and from any and all

Metro Rapid Rental Agreement
with Town of Century

liabilities, claims and losses for which Lessor is or may be liable to the extent Lessee receives insurance proceeds on account thereof.

SECTION 12. INDEMNIFICATION

12.1 Lessee agrees to indemnify, defend and hold harmless, Lessor from and against any and all claims, demands, fines, lawsuits, actions, proceedings, orders, decrees, and judgments of any kind or nature by or in favor of anyone whomsoever or from and against any and all costs and expenses, including attorneys' fees and litigation expenses, resulting from or in connection with loss of life, bodily or personal injury, or property damage arising directly or indirectly out of, from, or on account of any occurrence in, on, at, or from the Premises, the Common Areas, the Bus Parking Area, and/or Century Business Center occasioned wholly or in part through the Lessee's maintenance, use or occupancy thereof or any improvements or appurtenances thereto, or by any act or omission of Lessee or any concessionaire, or licensee of Lessee, or their respective employees, agents, contractors, or invitees in, on, at, or from the Premises and the Century Business Center or its appurtenances.

12.2 Lessor shall not be responsible or liable at any time to Lessee or to those claiming by, through, or under Lessee, for any loss of life, bodily or personal injury, damage to property or business, or business interruption, that maybe occasioned by or through the acts, omissions, or negligence of any other person or persons.

12.3 Lessor shall not be responsible or liable at any time for any defects, latent or otherwise at Century Business Center, including the Premises, the Common Areas, and the Bus Parking Area or any of the equipment, machinery, utilities, appliances, or apparatus therein or thereupon, nor shall Lessor be responsible or liable at any time for loss of life, injury, or damage to any person or to any property or business of Lessee or those claiming by, through or under Lessee, caused by or resulting from the bursting, breaking, leaking, running, seeping, overflowing, or backing-up of water, steam, gas, sewage, snow, or ice, in any part of the Premises or caused by or resulting from acts of God or the elements, or resulting from any defect or negligence in the occupancy, construction, operation, or use of any of the buildings or improvements upon the Premises, or any of the equipment, fixtures, machinery, appliances, or apparatus therein.

12.4 If Lessor, regardless of fault on its part, shall be made a party to any litigation commenced by or against Lessee, Lessee shall indemnify, defend, and hold Lessor harmless therefrom and shall pay Lessor all costs and expenses including reasonable attorneys' fees that Lessor may sustain by reason thereof.

Metro Rapid Rental Agreement
with Town of Century

12.5 Lessor and Lessee expressly acknowledge that all of the foregoing provisions of this Section 12 shall apply and become effective from and after the date Lessor shall deliver possession of the Premises to Lessee in accordance with the terms of this Lease or the Effective Date, whichever is earlier, and shall survive the expiration or earlier termination of this Lease.

SECTION 13. NONLIABILITY/EXCULPATION

13.1 Lessor shall not be responsible or liable at any time to Lessee or those claiming by, through, or under Lessee, for any loss of life, bodily or personal injury, or damage to property or business or for business interruption that may be occasioned by or through the criminal conduct of any person or persons, whether or not such criminal conduct is assisted by any negligence on the part of Lessor.

13.2 Notwithstanding any provision in this Lease to the contrary or any contrary custom, practice or course of dealing by Lessor from time to time, Lessor shall not be liable to Lessee or those claiming by, through, or under Lessee, for injuries, damage, theft, vandalism or other loss to persons or property occurring upon, in, on or near Century Business Center, including the Premises, the Common Areas, and/or the Bus Parking Area, or elsewhere caused by the criminal, malicious, intentional, or otherwise wrongful act or conduct of any person whomsoever. Accordingly, Lessee acknowledges and agrees that Lessee and its agents, employees, guests and invitees shall use the Premises, Common Areas, and Bus Parking Area and all areas relating thereto at their sole risk, and Lessor shall provide no security with respect thereto. In the event that Lessor voluntarily chooses to provide or employ a building attendant, parking attendant, courtesy officer, night watchman, or security officer, or to provide any other security, from time to time, such action shall not constitute or imply any assumption or creation of liability by Lessor for the safety or security of Lessee, its agents, employees, guests or invitees; nor shall Lessee or its agents, employees, guests, or invitees be entitled to rely upon any such action by Lessor as constituting reasonable or adequate security.

SECTION 14. DEFECTIVE CONDITIONS

14.1 Lessor shall not be liable to Lessee for any damage or injury to Lessee or Lessee's property occasioned by Lessee's use or occupancy of the Premises, Common Areas, and Bus Parking Area and all areas relating thereto, including but not limited to any defect of plumbing, heating, air cooling, air conditioning equipment and ducts, electrical wiring or insulation thereof, gas pipes, or steam pipes, or from broken steps, from the malfunction of any sewer pipe or other plumbing facility in, on, or about the Premises, or for any such damage or injury done or occasioned by the falling of any

Metro Rapid Rental Agreement
with Town of Century

fixture, plaster, or stucco, for any such damage or injury caused by wind or by the act, omission, or negligence of other persons.

14.2 All claims against the Lessor for any damage or injury, as provided in Section 14.1, above, are hereby expressly waived by the Lessee.

SECTION 15. NUISANCES

Any use authorized in this Lease shall be permitted only if entirely contained within the Premises (or, where appropriate, the Common Areas or Bus Parking Area) in such manner that the use does not create an annoyance or nuisance to any person. No noxious, unpleasant, or offensive activity that can be construed to constitute a nuisance shall be carried on upon any portion of the Premises such as, but not limited to, unsightliness, the excessive emission of noise, odors, liquids, gases, dust, fumes or smoke, vibration, electromechanical disturbance, and radiation, or any form of air or water pollution, or the emission of odorous, toxic, or noxious matter or hazardous effluents. All uses must be operated in such a manner as to not generate noise, vibrations, heat, or glare that is perceptible beyond or outside of the Premises.

SECTION 16. REGULATIONS

16.1 No radios, televisions, phonographs, or other similar devices, or attached aerials shall be installed or utilized in a manner to be heard or seen outside of the Premises.

16.2 The Premises shall be kept clean and free of rubbish. Lessee shall maintain the Premises in an attractive and sightly condition, consistent with adjacent properties.

16.3 The plumbing facilities within or serving the Premises or Common Areas shall not be used for any purposes other than that for which they were constructed, and no foreign substances of any kind shall be thrown or placed in them.

16.4 No odors or vapors will be permitted or caused to emanate beyond the Premises.

16.5 Lessee shall not commit waste, perform any acts or carry on any practices which may injure or be a nuisance or menace to those who may use Century Business Center.

Metro Rapid Rental Agreement
with Town of Century

16.6 Lessee shall, at its sole costs and expenses, keep the Premises in a safe, aesthetically pleasing, and serviceable condition and free from any infestation by insects, rodents, and other pests.

16.7 Lessee shall not put any additional locks or latches upon any door without the written consent of Lessor. Any and all locks so added on any door shall remain for the benefit of Lessor, and an extra set of keys to such locks shall be immediately delivered by Lessee to Lessor prior to completion of installation of such locks.

SECTION 17. *[This Section intentionally left blank.]*

SECTION 18. WASTE

Lessee will not commit or permit waste of the Premises and must return the Premises to Lessor on expiration of the term of the Lease in the same condition as the Premises were in at the start of the lease term, fair wear and tear excepted.

SECTION 19. RIGHT OF ENTRY

Lessor shall have access to the Premises during Lessee's regular business hours for the purpose of inspecting said Premises and posting notices which Lessor may deem to be for the protection of Lessor and/or the Premises. Lessor may enter the Premises at all reasonable times for purposes of making emergency repairs, and to exhibit the Premises to prospective lenders, purchasers, and tenants.

SECTION 20. SIGNAGE

Subject to the prior written approval of Lessor, Lessee may install and maintain (i) one (1) sign within the Century Business Center identifying Lessee's location within the building, and (ii) one (1) sign on the exterior door of Premises advertising that Lessee maintains an office within the building. The size, appearance, locations, etc. of the sign shall in all respects be subject to the sole discretion and control of Lessor. Lessee shall at all times keep the sign in good condition, in proper working order and in accordance with all applicable government regulations. No additional signs which can be seen from the exterior of the Premises shall be installed without prior written consent of the Lessor.

SECTION 21. COMPLIANCE WITH LAWS

21.1 Lessee must comply promptly with all statutes, ordinances, rules, orders,

Metro Rapid Rental Agreement
with Town of Century

regulations, and requirements of federal, state, county and city governments and their respective agencies. This includes mandatory compliance with minimum building, health, and safety standards regarding the Premises.

21.2 Lessee must comply promptly with all rules, orders, and regulations of the Southeastern Underwriter's Association for the prevention of fires.

21.3 Lessee will indemnify and defend Lessor against and will save Lessor harmless from fines, penalties, costs, expenses, or damages resulting from Lessee's failure to observe and perform the undertakings contained in this Section 21.

SECTION 22. DEFAULT

22.1 Lessee will be deemed in default of this Lease if: (a) Lessee fails to pay rent within ten (10) days after payment is due; and/or (b) Lessee fails to perform Lessee's obligations or comply with any agreement or condition of this Lease other than the payment of rent, for fifteen (15) days after demand for performance by Lessor. No default by Lessee will be deemed as having been waived by Lessor by virtue of Lessor's acceptance of rent, whether or not Lessor has knowledge of the default, unless the waiver is expressed in writing and signed by Lessor.

22.2 Lessor will be deemed in default of this Lease if Lessor fails to perform or observe any agreement or condition of this Lease on its part to be performed or observed, for thirty (30) days after demand for performance by Lessee. If Lessor's default is one that may not reasonably be cured within thirty (30) days, Lessor shall have such additional time as may be required so long as Lessor diligently pursues the cure or remedy.

SECTION 23. REMEDIES

23.1 In the event of a default by Lessee, Lessor will have the following cumulative rights, privileges, and options in addition to all other remedies now or hereafter provided in this Lease or by law:

(a) To perform any act or do anything required under this Lease to be performed by Lessee, and to recover the costs thereof from Lessee. Such costs shall be due and payable upon demand and may be treated as additional rent payable under this Lease.

(b) To accelerate the maturity of all rents due and to become due

Metro Rapid Rental Agreement
with Town of Century

during the remainder of the Lease term.

(c) To terminate this Lease, re-enter, and relet the Premises for the account of Lessor. Lessor will be entitled to recover from Lessee all damages that result from Lessee's default.

(d) To keep this Lease in force, re-enter, and relet the Premises for the account of Lessee for a period equal to, or greater or less than, the remainder of the term of this Lease, at such rental and on such terms and conditions as Lessor deems reasonable. Lessor will not be liable for failure to relet the Premises or, in the event of reletting, for failure to collect the rents therefore.

(e) To keep this Lease in force, and to recover from Lessee the rent and any other sum due from Lessee each month or less frequently at the election of Lessor, or to recover the entire sum due at the expiration of the Lease term.

(f) To recover from Lessee all expenses including reasonable costs and charges for repairs to the Premises, which amounts will become due when incurred and become payable to Lessor on demand.

(g) To recover reasonable attorneys' fees and costs in connection with any action or proceeding to enforce this Lease, whether or not this Lease has been terminated, or to secure any rights due Lessor under this Lease, whether or not any action was instituted. Such fees and costs shall be due and payable upon demand and may be treated as additional rent payable under this Lease.

23.2 In the event of a default by Lessor, Lessee will have the following cumulative remedies, rights, privileges, and options in addition to all other remedies now or hereafter provided by law:

(a) To perform any act or do anything required under this Lease to be performed by Lessor.

(b) To setoff from the rent any sum that Lessee may reasonably incur to cure any breach of this Lease by Lessor.

(c) To recover reasonable attorneys' fees and costs in connection with any action or proceeding to enforce this Lease, or to secure any rights due Lessee under this Lease, whether or not action is instituted.

Metro Rapid Rental Agreement
with Town of Century

SECTION 24. ASSIGNMENT AND SUBLETTING

24.1 Lessee may not sublet all or any portion of the Premises or assign this Lease or any portion of it without the prior written permission and consent of Lessor. If such consent be granted, then, in addition to such other conditions as Lessor shall have then imposed, if any, such subletting or assignment, as the case may be, shall be subject to the following conditions:

(a) the sublessee or assignee shall occupy the Premises and conduct its business in accordance with the permitted uses contemplated in this Lease.

(b) if any rent or any additional rent or charges required to be paid to Lessee by any such sublessee or assignee exceed the rentals and charges reserved hereunder, Lessee shall pay to Lessor monthly the entire amount of such excess, which shall be deemed additional rent; and

(c) notwithstanding any such assignment or subletting under the terms of this Section 24, sublease and the consent of Lessor thereto, Lessee will not be released or discharged from any liability whatsoever under this Lease and will continue to be liable thereon with the same force and effect as though no assignment or sublease had been made.

24.2 Except with the prior written permission and consent of Lessor as aforesaid, Lessee shall not voluntarily, involuntarily, or by operation of law, assign, transfer, mortgage, or otherwise encumber this Lease or any interest of Lessee therein, in whole or in part, or permit the Premises or any part thereof to be used or occupied by others.

SECTION 25. MATTERS BEYOND CONTROL OF LESSOR

25.1 In the event that Lessor is prevented from performing any of its obligations hereunder because of any matters beyond its control, such non-performance by Lessor shall be excused.

25.2 Whenever a period time is herein prescribed for action to be taken by Lessor, Lessor shall not be liable or responsible for, and there shall be excluded from the computation of any such period of time, any delays due to strikes, riots, acts of God, shortages of labor or material, theft, fire, public enemy, injunction, insurrection, court order, requisition of governmental body or authority, war, governmental laws, regulations or restrictions, or any other causes of any kind whatsoever which are

Metro Rapid Rental Agreement
with Town of Century

beyond the control of Lessor.

SECTION 26. MODIFICATION

This Lease may be modified or amended only by a writing duly authorized and executed by both Lessor and Lessee. It may not be amended or modified by oral agreements or understandings between the parties unless the same shall be reduced to writing duly authorized and executed by both Lessor and Lessee.

SECTION 27. WAIVER

27.1 Lessor's failure on one occasion to demand Lessee's strict observance of Lessee's obligations under this Lease will not be construed as a waiver of Lessor's right to demand strict observance of Lessee's obligations on any subsequent occasion.

28.2 Lessor's acceptance of rent with knowledge of Lessee's default under the Lease will not be construed as a waiver of Lessor's right to require Lessee to cure the default. If Lessee fails to cure the default timely, or if the default is of such nature that it cannot be cured, this Lease may be terminated at the election of Lessor.

SECTION 28. GENERAL

28.1 Applicable Law. This Lease will be governed by the laws of Florida.

28.2 Captions. The captions and headings contained in this Lease are for convenience only and will not be used to interpret or construe this Lease.

28.3 Counterparts. This Lease may be executed in counterparts, all of which are to be considered one document, and any one of which may be introduced into evidence without production of any other copy.

28.4 Entire Agreement. This Lease sets out the entire agreement of the parties. There are no implied covenants or warranties except as expressly set forth herein. No agreement to modify this Lease will be effective unless in writing and executed by the party against whom the modification is sought to be enforced.

28.5 Good Faith. This Lease imposes on the parties the obligation of good faith in the observance and enforcement of its terms.

28.6 Notices. All notices that either party desires or is required to give the

Metro Rapid Rental Agreement
with Town of Century

other must be in writing and delivered by personal delivery or by certified or registered mail. Notices to Lessor must be delivered to Lessor’s address shown in the Lease, and to Lessee at the Premises. Lessor may change its address from time to time by giving written notice to Lessee of the change.

28.7 Severability. If any provision of this Lease or its applications to any person or circumstance is declared invalid or unenforceable, the remainder of this Lease will not be affected but will be enforced to the extent permitted by law.

28.8 Radon Gas. As required by Florida Statutes §404.056(8), Lessor notifies Lessee as follows:

“RADON GAS”: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

[Remainder of page intentionally left blank. Signature page to follow.]

Metro Rapid Rental Agreement
with Town of Century

IN WITNESS WHEREOF, the parties have made and entered into this Lease Agreement as of the day and year first above written.




LESSOR:

Town of Century,
A Florida Municipal Corporation

By: 
Benjamin D. Boutwell
Mayor

ATTEST:


Leslie Howington, CMC
Town Clerk

STATE OF FLORIDA
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this 10th day of May, 2022, by Benjamin D. Boutwell, Mayor who is personally known to me or produced as identification.

Leslie Howington
Notary Public
State of Florida
My Commission Expires 01/30/2026
Commission No. HH 221729


NOTARY PUBLIC
[AFFIX NOTARY STAMP]

[Remainder of page intentionally left blank. Additional signature page to follow.]

Metro Rapid Rental Agreement
with Town of Century

LESSEE:

Metro Rapid Transportation, LLC
A Florida Limited Liability Company

By: 
Trina James-Tanner
CEO

COUNTY OF ESCAMBIA:
STATE OF FLORIDA:

The foregoing instrument was acknowledged before me this 10th
day of May, 2022, by Trina James-Tanner who is personally known to me
OR produced — as identification.

Leslie Howington
Notary Public
State of Florida
My Commission Expires 01/30/2026
Commission No. HH 221729


NOTARY PUBLIC
[AFFIX NOTARY STAMP]

Exhibit "A"
The "Premises"



Exhibit "B"
The "Bus Parking Area"

