

Town of Century, Florida

Council Meeting Agenda

March 18, 2025 at 6:45 PM

7995 N. Century Blvd. Century, Florida 32535

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

1. Call the Meeting to Order

2. Roll Call

3. Open Meeting with Prayer and Pledge of Allegiance

4. Consent Agenda

A. Approval of Bill List

5. Action Items

A. Quote for parts and the replacement of the Transmission for Town of Century 2018 Dodge 2500 work truck.

B. Award of the Meter Replacement project, then authorize MESI to issue Notice of Award and the Mayor to execute contract documents.

C. Ordinance No. 04-2025, establishing the Town of Century a structured and transparent process for purchasing, competitive bidding, and expenditure approvals in compliance with Florida law and federal procurement requirements (2 CFR Part 200).

D. First reading of Ordinance 05-2025 to update floodplain management regulations in compliance with the National Flood Insurance Program and the Florida Building Code, and to schedule the second and final reading on April 15, 2025, following proper advertisement.

E. The attached Resolution 2025-02 is related to the Miscellaneous Water System Improvements project that was discussed at the last Council meeting. This resolution is required by the FDEP as part of the State Revolving Fund Loan Agreement approval process.

F. Council to approve Change Order No. 1 for the Miscellaneous Wastewater Improvements (Phase II) Wastewater Treatment Plant for a net deduct in the contract price of \$218,000.00, and authorize the Mayor to sign the Change Order.

G. Hiring of individual for the Gas Department

- H.** Ordinance No. 02-2025, which proposes an amendment to Section 86-241 of the Code of Ordinances to modify off-street parking regulations.
- L.** Per Interim Mayor Alicia Johnson the following information has been gathered pertaining to pay rates for Cashier/Floater Positions. All of the cities that she spoke with have COLA's and Annual Reviews/Merit raises.

6. Mayor's Report

7. Council Comments

8. Staff Comments/ Report

9. Public Forum

10. Adjourn

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

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

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

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

Town of Century
March 18, 2025
Bill List

Section 4, Item A.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
			Garbage Fund						
403-34-4-33004	Contract Residential Fee	Garbage Fund	City of Brewton (monthly invoice-varies)	\$840.00	25-0004325	February		\$41,100.66	\$125,000.00
			Total	\$840.00					
			Gas Fund						
401-32-5-27000	Operating Supplies Gas	Gas Fund	Bondurant Lumber & Hardware (mini tube cutter)	\$13.99	464128	January		\$1,127.66	\$12,000.00
Prepaid Insurance	Prepaid Insurance	Gas Fund	Florida Municipal Insurance Trust (Installment 3)	\$5,069.31	Inv-42241-J7M5	March			
			Total	\$5,083.30					
			General Fund						
100-72-4-60004	Building Maintenance Park	General Fund	Bondurant Lumber & Hardware (circuit breaker-parks dept.)	\$19.99	465007	February		\$310.84	\$500.00
100-41-4-60003	Building Maintenance Street	General Fund	Bondurant Lumber & Hardware (sharkbite cap, bushing, coupling, elbow, pvc pipe)	\$54.90	464104	January		\$98.86	\$1,500.00
100-41-4-60003	Building Maintenance Street	General Fund	Bondurant Lumber & Hardware (sharkbite couple)	\$43.96	464113	January		\$98.86	\$1,500.00
100-41-4-68001	Field Supplies Street	General Fund	Bondurant Lumber & Hardware (step stringer, lumber, compound, star drive)	\$137.94	464420	February		\$1,902.55	\$12,000.00
100-41-4-60003	Building Maintenance Street	General Fund	Consolidated Electric Supply (lamp -veterans wall light)	\$18.32	0939-1014523	February		\$144.87	\$1,500.00
Prepaid Insurance	Prepaid Insurance	General Fund	Florida Municipal Insurance Trust (Installment 3)	\$20,277.25	Inv-42241-J7M5	March			
100-41-4-65000	Vehicle Expense Street	General Fund	JHB Auto Parts (fuel injection pressure)	\$51.99	109108	March		\$1,008.98	\$5,000.00
100-12-8-12000	Legal Fees	General Fund	Matt Dannheisser (Routine Legal Advice)	\$1,375.00	1006-002M	February		\$2,883.00	\$15,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services	\$89.00	20914	March		\$19,462.42	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice)	\$1,075.00	20870	March		\$19,462.42	\$22,000.00
100-12-4-61000	Office Equipment Maintenance	General Fund	Southern Computer Services (monthly invoice-Microsoft 365)	\$984.00	20871	March		\$19,462.42	\$22,000.00
			Total	\$24,127.35					
			Water Fund						
402-36-4-68001	Field Supplies Water	Water Fund	Bondurant Lumber & Hardware (bulb spout for gas cans, flap disc)	\$33.34	465192	March		\$26,407.43	\$40,000.00
402-36-4-67001	Equipment Maintenance Sewer	Water Fund	Bondurant Lumber & Hardware (cable, thimble wire repor, spring-sewer plant)	\$101.08	465079	February		\$151.02	\$3,000.00
402-36-4-68001	Field Supplies Water	Water Fund	Bondurant Lumber & Hardware (coupling, nipple)	\$14.07	464816	February		\$19,132.43	\$40,000.00
402-36-4-30001	Water Purchase Account	Water Fund	Central Water Works (02/1/25-02/28/25)	\$14,006.20		February		\$61,325.70	\$90,000.00
Prepaid Insurance	Prepaid Insurance	Water Fund	Florida Municipal Insurance Trust (Installment 3)	\$15,207.94	Inv-42241-J7M5	March			
402-36-8-12000	Legal Fees	Water Fund	Matt Dannheisser (Routine Legal Advice)	\$2,036.50	1006-002M	February		\$2,632.75	\$12,000.00

Town of Century
March 18, 2025
Bill List

Section 4, Item A.

Account Number	Account Name	Fund	Payee	Amount	Inv #	Month	Date Paid	YTD Spent	Annual Budget
402-36-4-71000	Elevtaed Water Tanks	Water Fund	U.S. Tanks (2nd Semi Annual -Blackman, Academy, State Prison Tank)	\$14,002.21	3490	March		\$14,002.21	\$26,000.00
			Total	\$45,401.34					
			Grand Total	\$75,451.49					

Bill List

Account Number	Account Name	Amount
	Garbage Fund	
403-34-4-33004	Contract Residential Fee	\$840.00
	Total	\$840.00
	Gas Fund	
401-32-5-27000	Operating Supplies Gas	\$13.99
Prepaid Insurance	Prepaid Insurance	\$5,069.31
	Total	\$5,083.30
	General Fund	
100-72-4-60004	Building Maintenance Park	\$19.99
100-41-4-60003	Building Maintenance Street	\$117.18
100-41-4-68001	Field Supplies Street	\$137.94
Prepaid Insurance	Prepaid Insurance	\$20,277.25
100-41-4-65000	Vehicle Expense Street	\$51.99
100-12-4-61000	Office Equipment Maintenance	\$2,148.00
100-12-8-12000	Legal Fees	\$1,375.00
	Total	\$24,127.35
	Water Fund	
402-36-4-68001	Field Supplies Water	\$47.41
402-36-4-67001	Equipment Maintenance Sewer	\$101.08
Prepaid Insurance	Prepaid Insurance	\$15,207.94
402-36-4-76001	Elevated Water Tanks	\$14,002.21
402-36-4-30001	Water Purchase Account	\$14,006.20
402-36-8-12000	Legal Fees	\$2,036.50
	Total	\$45,401.34
	Grand Total	\$75,451.49

Bill List

Payee	Amount
Bondurant Lumber & Hardware	\$413.27
Central Water Works	\$14,006.20
Consolidated Electric Supply	\$18.32
City of Brewton	\$840.00
Florida Municipal Insurance Trust	\$40,554.50
JHB Auto Parts	\$51.99
Matt Dannheisser	\$3,417.00
Southern Computer Services	\$2,148.00
U.S. Tanks	\$14,002.21
Grand Total	\$75,451.49

Invoice

CITY OF BREWTON
P. O. BOX 368
BREWTON AL 36427-0368

Date	Invoice #
03/04/2025	25-0004325

Bill To
TOWN OF CENTURY P O BOX 790

L3268

Due Date:
03/31/2025

Description	Qty	Rate	Amount
LANDFILL-FEB 2025	120	7.00	840.00

Make all checks payable to the City of Brewton
 P O Box 368 Brewton, AL 36427 PH:251-809-1770 FAX:251-809-1775
 vmckinney@cityofbrewton.org

Total 840.00

Thank you for your business!

BONDURANT LUMBER AND HARDWARE, INC.
P O BOX 1944
FLOMATON, AL 36441
email dgunn1@bellsouth.net
PHONE: (850) 256-9000
 THANKS FOR SHOPPING WITH US!!
 (850) 256-9000


Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: PARK REFERENCE: PO # PARK TERMS: NET 10TH CLERK: TRB DATE / TIME: 2/25/25 2:32

SOLD TO:
 CENTURY, TOWN OF

 P O DRAWER 790
 CENTURY FL 32535

 850-256-3208

SHIP TO:


TERMINAL: 561

TAX: 010 FLORIDA-CENTURY

INVOICE: 465007

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	1	1	EA	31490	40A DP CIRCUIT BREAKER		1	19.99 /EA	19.99 N
<p><i>Parks Dept.</i> <i>460-004</i></p>									

(KRISTINA)
 ** AMOUNT CHARGED TO STORE ACCOUNT **

19.99

TAXABLE 0.00
 NON-TAXABLE 19.99
 SUBTOTAL 19.99

TAX AMOUNT 0.00

TOTAL 19.99

TOT WT: 0.00


 Received By

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: HOWARD REFERENCE: PO # HOWARD TERMS: NET 10TH CLERK: TRB DATE / TIME: 1/28/25 9:42

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535

850-256-3208

SHIP TO:

TERMINAL: 559

TAX: 010 FLORIDA-CENTURY

INVOICE: 464104

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	4	4	EA	4320255	SHARKBITE CAP 1/2"		4	9.99 /EA	39.96 N
2	1	1	EA	43153	1-1/2X1/2 REDU BUSHIN		1	3.99 /EA	3.99 N
3	2	2	EA	43108	1-1/2 WHT COUPLING SXS		2	1.99 /EA	3.98 N
4	1	1	EA	43126	1-1/2 PVC 90 ELBOW		1	3.59 /EA	3.59 N
5	2	2	EA	112PVC40	1 1/2 SCH 40 PVC PIPE		2	1.69 /EA	3.38 N
					<i>ST. DEPT. 460-003</i>				

TAXABLE 0.00
NON-TAXABLE 54.90
SUBTOTAL 54.90

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT ** 54.90

TAX AMOUNT 0.00
TOTAL 54.90

TOT WT: 0.40

X/An
Received By

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: HOWARD REFERENCE: PO # HOWARD TERMS: NET 10TH CLERK: JB DATE / TIME: 1/28/25 11:14

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535

850-256-3208

SHIP TO:

TERMINAL: 559

TAX: 010 FLORIDA-CENTURY

INVOICE: 464113

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	4	4	EA	4319828	SHARKBITE COUPLE 1/2"		4	10.99 /EA	43.96 N
					<p><i>ST. PETERS</i></p> <p><i>460-003</i></p>				

TAXABLE 0.00
NON-TAXABLE 43.96
SUBTOTAL 43.96

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT ** 43.96

TAX AMOUNT 0.00
TOTAL 43.96

TOT WT: 0.40

X Kristina

Received By

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: HOWARD REFERENCE: PO # HOWARD TERMS: NET 10TH CLERK: RH DATE / TIME: 2/6/25 10:07

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535

850-256-3208

SHIP TO:

TERMINAL: 559

TAX: 010 FLORIDA-CENTURY

INVOICE: 464420

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	2	2	EA	4STRINGER	4 STEP STRINGER 28" RISE		2	29.99 /EA	59.98 N
2	2	2	EA	21212PT	2X12X12 PT		2	29.99 /EA	59.98 N
3	1	1	EA	81387	1OZ JB COLD WELD COMPOUND		1	7.99 /EA	7.99 N
4	1	1	EA	4335097	SPLYFCT3/8X1/2X16SS LL		1	6.99 /EA	6.99 N
5	0.5	0.5	EA	3STAR	3" STAR DRIVE FOR PT LUMBER		.50	5.99 /EA	3.00 N

St. Dept.
468-001

TAXABLE 0.00
NON-TAXABLE 137.94
SUBTOTAL 137.94

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT ** 137.94

TAX AMOUNT 0.00
TOTAL 137.94

TOT WT: 0.40

X Kristina
Received By

CED/ALSTON ELECTRIC SUPPLY
 331 SAINT JOSEPH AVENUE
 BREWTON, AL 36426
 Tel: 251 867-6084
 Fax: 251 867-7556

ENTERED: 02/25/2025 PAGE 001 of 001

*** INV WILL BE SENT E-MAILED ***

SOLD TO: TOWN OF CENTURY
 P O DRAWER 790
 CENTURY, FL 32535
 (850) 256-3208

SHIP TO: MICKEY
 331 SAINT JOSEPH AVENUE
 BREWTON, AL 36426

REGISTER NO.	REGISTER DATE
0939-1014523	02/25/25
THIS IS NOT AN INVOICE	

ACCOUNT NO. DZ-88070	JOB NAME AND ADDRESS TOWN OF CENTURY	CUSTOMER ORDER MICKEY	WHEN SHIP 02/25/25
SALESPERSON 0770 SS	SHIPPING INFORMATION PREPAID	SHIP VIA WILL CALL / CUSTOMER PRESENT	SHIP DATE
		CARTONS	BUNDLES

QUANTITY ORDERED	PRODUCT CODE	DESCRIPTION	C O P E	Q U A N T I T Y	PRICE	DISC.	EXTENSION	T T Y P X
1	HALCO MH400/U	ED37 MOG MB LMP		1	18.32	E	18.32	T

*Street Dept,
460-003*

Pack memo 1/9/25

<small>TITLE TO MERCHANDISE AND RISK OF LOSS OR DAMAGE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER IMMEDIATELY. A RESTOCKING CHARGE WILL BE MADE ON RETURNED MERCHANDISE UNLESS DEFECTIVE OR THROUGH ERROR ON OUR PART. A SERVICE CHARGE OF 1 1/2% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY APPLICABLE STATE LAW, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>		<small>CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER, THIS CODE IS USED ON YOUR INVOICES. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</small>	18.32
		MERCHANDISE	0.00
		SALES TAX	0.00
		SHIPPING CHARGE	0.00
<small>THIS MATERIAL WAS SPECIFICALLY ORDERED FOR AND WILL BE USED ON THE JOB NAME HEREIN. ABOVE MATERIAL RECEIVED:</small> DATE _____ DEPOSIT: _____ BAL DUE: _____		TOTAL DUE	18.32

Section 4, Item A.



**Florida Municipal Insurance Trust
Third Installment Billing - 24/25 Fund Year**

FMIT # 0088	Invoice Date: 3/1/2025	Bank ACH: Capital City Bank 217 N. Monroe St. Tallahassee, FL 32301
Invoice ID #: INV-42241-J7M5	Due Date: 4/1/2025	RTN#/ABA#: 063100688 ACCT#: 0032620701
ATTN: Carrie Moore Town of Century P.O. Drawer 790 Century, FL 32535		Acct Type: Checking Acct Name: Florida Municipal Insurance Trust
		Please make check payable to: Florida Municipal Insurance Trust P.O. Box 1757 Tallahassee, FL 32302-1757

Policy Summary

	General Liability	Cyber Liability	Auto Liability	Auto Physical Damage	Property	Workers' Comp.	Total
Gross Premium	\$24,254	\$1,605	\$7,877	\$4,754	\$100,903	\$33,448	\$172,841
Incentive Credit	\$0	\$0	(\$3,933)	\$0	\$0	(\$6,690)	(\$10,623)
Total Net Premium	\$24,254	\$1,605	\$3,944	\$4,754	\$100,903	\$26,758	\$162,218

Previous Activity

Previous Invoices	\$81,109.00
Payment Received On 10/8/2024	(\$40,447.26)
Total Balance Forward	\$40,661.74

Current Installment

Coverage	Premium	Incentive Credit	Total Net Premium
General Liability Coverage	\$6,063.50	\$0.00	\$6,063.50
Cyber Liability Coverage	\$401.25	\$0.00	\$401.25
Auto Liability Coverage	\$1,969.25	(\$983.25)	\$986.00
Auto Physical Damage Coverage	\$1,188.50	\$0.00	\$1,188.50
Property Coverage	\$25,225.75	\$0.00	\$25,225.75
Workers Compensation Coverage	\$8,362.00	(\$1,672.50)	\$6,689.50
Total Installment Amount			\$40,554.50

Total Due by 4/1/2025 **\$81,216.24**

NOTE: Any change in premium from the previous installment is due to endorsement(s) to your policy. These endorsements are available to you on the FMIT website: <http://insurance.flcities.com>

Please see below for a copy of our Premium Installment Plan, Penalty Policy and ACH Instructions.

***** Please return a copy of this invoice with your payment to the Tallahassee office or send ACH information, Invoice Number and Amount Paid in an email to AccountsReivable@flcities.com.*****



700002464
 JHB AUTO PARTS LLC.
 P O BOX 702
 Milton, FL 32572
 (251) 296-3445

Invoice Number 109108

Section 4, Item A.

Invoice Date: 03/06/2025 10:07



eInvoice# JAX00464109108

850
 Town Of Century
 P O Drawer 790
 Century, FL 32535-0000

Employee: 88, Max
 Sales Rep: 0, Salesman
 Accounting Day: 5
 Tax Exemption:

Attention:
 PO#:
 Delivery:
 Terms: NET 30

Part Number	Line	Description	Quantity	Price	Net	Total
700-0116	BK	FUEL INJECTION PRESSU ()	1.00	101.60	51.99	51.99 T

ON ACCOUNT

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Micky

Customer Signature

INSIST ON THE BEST
 NAPA..WHERE THE STANDARD
 IS QUALITY!!!

Tender Type: Amount:
 Charge Sale 51.99

Subtotal 51.99
 TAXTABLE 4 0.0000% 0.00

Total 51.99

MED LAW OFFICES OF
Matt E. Dannheisser, P.A.

504 North Baylen Street
Pensacola, Florida 32501

Telephone: (850) 434-7272
Facsimile: (850) 432-2028
MDannheisser@DannheisserLaw.com
www.DannheisserLaw.com

March 6, 2025

Via U.S. Mail

Town of Century
Attn: Alicia Johnson, Interim Mayor
Post Office Box 790
Century, FL 32535

RE: Town of Century – Routine Legal Advice
Our File No. C1006-002

Dear Mayor Johnson:

Enclosed please find our statement for services rendered for legal matters handled by our firm on behalf of the Town of Century in regard to the above referenced matter. We would appreciate your placing this matter in line for payment.

We appreciate the opportunity to be of service to the Town. If you have any questions, please give me a call.

Yours very truly,



Leslie A. Glassman
Office Manager

/lg
Enclosure

MED LAW OFFICES OF
Matt E. Dannheisser, P.A.

504 North Baylen Street
Pensacola, Florida 32501

Telephone: (850) 434-7272
Facsimile: (850) 432-2028
MDannheisser@DannheisserLaw.com
www.DannheisserLaw.com
Page: 1

Town of Century
Attn: Alicia Johnson, Interim Mayor
Post Office Box 790
Century FL 32535

02/20/2025
Account No: 1006-002M
Statement No: 462

RE: Town of Century - Routine Legal Advice

STATEMENT

PREVIOUS BALANCE \$596.25

Professional Services

		HOURS
11/15/2024	MED Telephone call from Dale Long regarding wastewater improvements.	0.20
11/20/2024	MED Receive and review email from Howard Brown regarding request for letter of support for Pyetro Curvelo for EB2-NIW visa; Review EB2-NIW visa application requirements and process; Review Fla. Code of Ethics for Public Officers; Reply email to Howard Brown.	1.30
11/21/2024	MED Telephone call from Mayor Gomez regarding unauthorized water and sewer service on Ranch Road; Legal research consequences of Town removing meters without notice; Legal research theft of utility service; Telephone conference with Mayor Gomez regarding same; Receive and review email from Mayor Gomez.	1.20
12/03/2024	MED Receive and review email from Howard Brown regarding use of Local Government Infrastructure Surtax ("LGIS") revenues to purchase tractor	

Town of Century

Page: 2
02/20/2025

Account No: 1006-002M
Statement No: 462

RE: Town of Century - Routine Legal Advice

and boom mower; Legal research Fla. Statutes regarding local government option taxes; Legal research permissible uses of LGIS funds; Email to Howard Brown regarding same. 3.20

12/08/2024

MED Review and analyze Dale Long's 12/02/24 email; Analyze bid documents for Meter Replacement Project/Vanguard bid; Legal research bid protests; Commence drafting email to Dale Long regarding water meter project bids; Receive and review email from Dale Long; Telephone conference with Dale Long regarding (i) propriety of bid from Vanguard Utilities, (ii) minor irregularities in bid from Talcon; and (iii) Town's direct purchase of equipment to save sales taxes. 3.40

12/09/2024

MED Zoom conference with Mayor Gomez, Howard Brown, and Dale Long regarding (i) propriety of bid from Vanguard Utilities on meter replacement project; (ii) minor irregularities in bid from Talcon; and (iii) Town's direct purchase of equipment to save on sales taxes in lieu of contractor purchase (taxable). 1.10

02/13/2025

MED Telephone call from Alicia Johnson regarding resigning office to allow successor to assume position. 0.40

MED Telephone call from Dale Long regarding (i) bids on meter replacement project; and (ii) wastewater project (Talcon). 0.50

02/18/2025

MED Email to Carrie Moore regarding date for Mayor-Elect Boutwell to take office. 0.60

FOR PROFESSIONAL SERVICES RENDERED 11.90 3,391.50

Town of Century

Page: 3
02/20/2025
Account No: 1006-002M
Statement No: 462

RE: Town of Century - Routine Legal Advice

Costs Advanced

Photocopies

25.50

TOTAL COSTS ADVANCED Thru 02/20/2025

TOTAL CURRENT WORK

25.50

3,417.00

Payments

12/23/2024 Payment Received - Thank You

-596.25

BALANCE DUE

\$3,417.00

=====

Thank You for Allowing Our Firm to be of Service.

Printed: 3/7/2025 4:15:10 PM
Store: 1
Workstation: 7

Sales Receipt #20914

3/7/2025
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
Jonathan Remote Tech Support			\$89.00			1	\$89.00	\$89.00	N
							Subtotal:	\$89.00	
							0 % Tax:	+ \$0.00	
							RECEIPT TOTAL:	\$89.00	

Account: \$89.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$2,415.00
Account Balance: \$2,504.00

3/3/2025

Carrie had requested assistance locating documents Tonya may or may not have had stored on her computer. I restored all of the documents from Tonya's old computer to the current Billing Clerk computer. They will now have to go through them.

Thank You For Your Business



20914

Printed: 3/4/2025 3:52:56 PM
Store: 1
Workstation: 7

Sales Receipt #20870
3/4/2025
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
SLA Monthly March 2025			\$1,075.00			1	\$1,075.00	\$1,075.00	N
							Subtotal:	\$1,075.00	
							Exempt	0 % Tax:	+ \$0.00
							RECEIPT TOTAL:	\$1,075.00	

Account: \$1,075.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$356.00
Account Balance: \$1,431.00

Thank You For Your Business



20870

Printed: 3/4/2025 3:53:45 PM
Store: 1
Workstation: 7

Sales Receipt #20871

3/4/2025
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
Microsoft 365 Exchange			\$12.00		31	\$12.00	\$372.00	N
Microsoft 365 Basic			\$17.00		11	\$17.00	\$187.00	N
Microsoft 365 Standard			\$25.00		17	\$25.00	\$425.00	N
Subtotal:							\$984.00	
Exempt							0 % Tax:	+ \$0.00
RECEIPT TOTAL:							\$984.00	

Account: \$984.00

Signature _____

I agree to pay above amount according to card issuer agreement (merchant agreement if credit voucher).

Previous Account Balance: \$1,431.00

Account Balance: \$2,415.00

Thank You For Your Business



20871

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: ROBERT REFERENCE: PO # ROBERT TERMS: NET 10TH CLERK: MD DATE / TIME: 3/3/25 8:01

TERMINAL: 560

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535
850-256-3208

SHIP TO:

TAX: 010 FLORIDA-CENTURY

INVOICE: 465192

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	3	3	EA	3493012	BULB APPLIANC A15FRST25W		3	2.79 /EA	8.37 N
2	1	1	EA	SPOUT	SPOUT FOR GAS CANS		1	10.99 /EA	10.99 N
3	2	2	EA	25703778	4-1/2"X7/8" FLAP DISC 36#		2	6.99 /EA	13.98 N
					<i>Water Dept. 468-001</i>				

TAXABLE 0.00
NON-TAXABLE 33.34
SUBTOTAL 33.34

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT ** 33.34

TAX AMOUNT 0.00
TOTAL 33.34

TOT WT: 0.30

Robert Gunn
Received By

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: HOWARD REFERENCE: PO # HOWARD TERMS: NET 10TH CLERK: RH DATE / TIME: 2/27/25 9:37

TERMINAL: 561

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535

850-256-3208

SHIP TO:

TAX: 010 FLORIDA-CENTURY

INVOICE: 465079

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	214	214	EA	5364880	CABLE 1/8" 7X7 GALV	.79	214	0.40 /EA	85.60 N
2	8	8	EA	52080	THIMBL WIRE ROPE 1/4GALV		8	0.79 /EA	6.32 N
3	4	4	EA	5040480	SPRING SNAP 3/8X2-3/4 ZN		4	2.29 /EA	9.16 N
<i>Sewer Plant.</i>									

TAXABLE 0.00
NON-TAXABLE 101.08
SUBTOTAL 101.08

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT ** 101.08

TAX AMOUNT 0.00
TOTAL 101.08

TOT WT: 2803.88

X *[Signature]*
Received By

BONDURANT LUMBER AND HARDWARE, INC.

P O BOX 1944

FLOMATON, AL 36441

email dgunn1@bellsouth.net

PHONE: (850) 256-9000

THANKS FOR SHOPPING WITH US!!

(850) 256-9000

Section 4, Item A.

CUST NO: 31 JOB NO: 000 PURCHASE ORDER: HOWARD REFERENCE: PO # HOWARD TERMS: NET 10TH CLERK: RH DATE / TIME: 2/19/25 9:49

SOLD TO:
CENTURY, TOWN OF

P O DRAWER 790
CENTURY FL 32535
850-256-3208

SHIP TO:

TERMINAL: 561

TAX: 010 FLORIDA-CENTURY

INVOICE: 464816

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	2	2	EA	15914146	1IN.GALV.COUPLING		2	4.89 /EA	9.78 N
2	1	1	EA	15915713	1 X 4-1/2 NIPPLE		1	4.29 /EA	4.29 N
					<i>Water Dept, 468-001</i>				

TAXABLE 0.00
NON-TAXABLE 14.07
SUBTOTAL 14.07

(KRISTINA)
** AMOUNT CHARGED TO STORE ACCOUNT **

14.07

TAX AMOUNT 0.00

TOTAL 14.07

TOT WT: 0.00

X [Signature]

Received By

CENTRAL WATER WORKS

1101 Byrneville Road
 Century, FL 32535

TOWN OF CENTURY
 PO DRAWER 790
 CENTURY, FL 32535

ACCOUNT #	LOCATION #	SERVICE ADDRESS	SERVICE DATES
2021101	2021101	371-P TEDDER RD, CENTURY FL	3/01/2025 - 3/31/2025

POSTED DATE	DESCRIPTION	CURRENT	PREVIOUS	USAGE	READING DATES	DAYS	AMOUNT
	Balance Forward: 02/28/2025						14,006.20
PAYMENT LATE AFTER		AFTER DUE DATE PAY		PAY ON TIME AND SAVE		STATEMENT DATE	PAY THIS AMOUNT
4/ 1/2025		14,006.20		0.00		3/11/2025	14,006.20

Please Return This Stub With Payment

- Unpaid accounts after the 15th are charged \$10 and may be disconnected on the 20th

1101 Byrneville Road
 Century, FL 32535

Account: 2021101
 Location: 2021101
 Customer: TOWN OF CENTURY
 Service At: 371-P TEDDER RD, CENTURY FL

TOWN OF CENTURY
 PO DRAWER 790
 CENTURY, FL 32535

Amount Due Now: **14,006.20**
 Late After: 4/ 1/2025
 After Due Date: **14,006.20**

(Office Use) Circle Payment Type: Direct Debit Date Received 3/11/25 1:45 pm

If this symbol (*) is next to your reading, it is an estimated read.



U. S. TANK, INC.
 Post Office Box 754
 Chipley, Florida 32428
 850-415-6239
 850-260-2253 or 850-624-8878
 FEIN 20-8245933

Section 4, Item A.

Date	Invoice #
3/1/2025	3490

Bill To
Town of Century 7995 N. Century Blvd Century, FL 32535

Terms
Net 30

Description	Amount
2024-2025 Annual Maintenance Program 2nd Semi-Annual Payment 300,000 G.E.T. Henry Street Tank \$10,635.39	5,317.70
Annual Maintenance Program 2nd Semi-Annual Payment 200,000 G.E.T. State Prison Tank \$9104.05	4,552.03
Annual Maintenance Program 2nd Semi-Annual Payment 100,000 G.E.T. Blackman Street Tank \$8264.95	4,132.48

THANK YOU FOR YOUR BUSINESS!	Net Due \$14,002.21
------------------------------	----------------------------



6171 Pensacola Boulevard
Pensacola, Florida 32505
850-476-9078



Parts Only

PARTS FOR DODGE, CHRYSLER, JEEP AND FIAT CARS
CALL CHRIS, ADAM, JUSTIN, CHASE, DON OR ROBERT
ALL PRICE QUOTES VALID FOR CURRENT MONTH ONLY
ABSOLUTELY NO RETURNS ON SPECIAL ORDER ITEMS
10% RESTOCKING CHARGE ON ALL STOCK RETURNS

NO REFUNDS ON ELECTRICAL PARTS.
NO REFUNDS AFTER 30 DAYS.
NO REFUNDS WITHOUT THIS INVOICE.

CUST. NO.	TAX EXEMPT NUMBER	CUST. P. O. NO.	SHIP VIA	PAY	SOLD BY	INVOICE DATE	INVOICE
202463	85-8012646343C0/22 HHAWKINS@CENTURYFLORIDA.US 850-503-0005			CASH	DANIEL VAIL	03/10/25	PQ84965 DOR

B
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T
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TOWN OF CENTURY FL
7995 N CENTURY BLVD
PO DRAWER 790
CENTURY, FL 32535

S
H
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P
T
O

KMERCHANT@CENTURYFLORIDA.
US

QUANTITY		PART NUMBER / DESCRIPTION	BIN	LIST	NET	AMOUNT
SHIP	B. O.					
1	0	R8414420-AB TRANS KIT 21002005 CORE PRICE	SP-ORD	10630.00	7085.00 2500.00	7085.00 2500.00
Any warranties on the products sold hereby are those made by the manufacturers. The Seller, HILL-KELLY DODGE CHRYSLER JEEP RAM, hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and HILL-KELLY DODGE CHRYSLER JEEP RAM neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Customer shall not be entitled to recover from HILL-KELLY DODGE CHRYSLER JEEP RAM any consequential damages, damages to property, damages for loss of use, loss of time, loss of profits, or income, or any other incidental damages.					SUBTOTAL	9585.00
					RESTOCK CHARGE	0.00
					TAX	0.00
					FREIGHT	0.00
					PAY THIS AMOUNT	9585.00

12:40:33 CUSTOMER COPY ** PRICE QUOTE ** NET505

PAGE 1 OF 1

CHRYSLER JEEP DODGE RAM

Section 5, Item A.

Last Updated: 03/07/25
Expires: 03/27/25

Labor
Only

Customer:

Vehicle:

2018 Dodge or Ram Truck RAM 2500 Truck 2WD V8-6.4L

Type	Description	Part #	Qty	Price	Extended
Labor	Remove & Install Automatic Transmission - Transmission, R&I - 66rfe				\$1,149.77
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - To Flush Cooler Lines, Add				\$149.97
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - To R&R Drive Plate, Add				\$49.99
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - To R&R Front Pump Seal, Add				\$49.99
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - To R&R Torque Converter, - Add				\$49.99
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - With 2 Piece Drive Shaft, Add				\$74.98
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - With Dual Exhaust, Add				\$99.98
Labor	Remove & Install Automatic Transmission - Transmission, R&I - NOTE - With Skid Plate, Add				\$74.98

Parts Total:	\$0.00
Labor Total:	\$1,699.66
Others Total:	\$0.00
Parts Tax:	\$0.00
Labor Tax:	\$127.47
Total:	\$1,827.13

**ALL ESTIMATES VALID UNTIL THE END OF THE MONTH. ESTIMATES DO NOT INCLUDE SHOP FEE AND TAXES
SEE YOUR SERVICE ADVISOR FOR DETAILS. PRICING MAY CHANGE MONTH TO MONTH FROM CHRYSLER DODGE JEEP RAM CORP.**

GRIFFIN AUTOMOTIVE

428 VAN HOOSER RD
FLOMATON, AL 36441
251-363-7800

Section 5, Item A.

3/10/2025 3:55:23 PM CDT

Repair Order #4075

Page:1

TOWN,

Phone:

Vehicle : 2018 Ram 2500HD 6.4 L 392 CID V8 Hemi

Tag/State : /AL

VIN : 3C6UR4HJ7JG183610

Fleet #/Driver :

Odometer In : _____

Created : 3/10/2025 8:48:58 AM CST

Odometer Out : _____

Labor/Notes

Qty	Technician	Reference	Description	Unit Price	Price
9.5		Guide	TRANSMISSION ASSEMBLY Remove & Replace	\$90.00	\$855.00
1		PROGRAM		\$250.00	\$250.00

Parts

Qty	Code	Reference	Description	Condition	Unit Price	Price
1	-	TRANSMISSION	3 YR /100,000		\$6,599.00	\$6,599.00

Labor	\$1,105.00
Parts	\$6,599.00
Supplies & Disposal	\$10.00
Sales Tax	\$578.56

Repair Total \$8,292.56
PAYMENT \$0.00
BALANCE DUE \$8,292.56

Approvals

Date & Time Total Amount Authorized By Method Employee

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$25.00 PER DAY STORAGE FEE..

Customer Signature _____

Water Meter & Service Replacement

- **Scope:** Replacement of water service lines and meters throughout the distribution system.
- **Budget:** \$1.3 million
- **Funding:** FDEP Grant LPA0284
- **Status:** Bids received 1/16/25 and under evaluation.
- **Next Steps:**
 - 1) Select contractor.
 - 2) Begin construction in March/April 2025. Contingent on bid award.
- **Completion:** December 2025

Next Meeting:

Bid Award Recommendation - February 2025

Pre-construction Meeting - March 2025

TOWN OF CENTURY, FLORIDA

AGENDA ITEM REQUEST

TO: Town Council, Town of Century, FL

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

MEETING DATE: March 18, 2025

SUBJECT: First Reading and Consideration of Ordinance No. 2025-__ Establishing the Town of Century Procurement Ordinance

BACKGROUND:

On **November 5, 2024**, the voters of the Town of Century approved a **Charter Amendment** requiring that Town purchasing be governed by Council-approved policies and procedures. Additionally, on **December 3, 2024**, the Town Council adopted **Resolution No. 3-2024**, affirming the need for a standardized procurement ordinance to ensure compliance with **Florida law, federal procurement regulations, and best practices**.

The proposed **Procurement Ordinance No. 2025-__** provides a **comprehensive framework for procurement procedures**, including:

- **Spending authority of the Mayor** (up to **\$10,000**) without prior Council approval.
- **Competitive bidding requirements** for purchases exceeding **\$10,000** and compliance with **Florida Statutes § 255.20** for public works projects over **\$50,000**.
- **Exemptions for emergency purchases**, sole source procurements, intergovernmental purchasing, professional services, grant-funded procurements, and utility payments.
- **Ethical standards and enforcement measures** to ensure fairness and transparency in Town procurement activities.
- **Compliance with state and federal procurement requirements**, including **2 CFR Part 200** for federally funded projects.

The ordinance was drafted to align with the **Town Charter, Resolution No. 3-2024, Florida procurement laws, and federal grant compliance regulations**.

RECOMMENDATION:

Staff recommends that the Town Council:

1. Conduct the **first reading** of **Ordinance No. 2025-__** on **March 18, 2025**.
2. Schedule the **second and final reading** for **April 15, 2025** for final adoption.

MOTION:

"I move to approve the first reading of Ordinance No. 2025-__, establishing the Town of Century Procurement Ordinance, and schedule the second and final reading for April 15, 2025."

ATTACHMENTS:

- **Ordinance No. 2025-__** (Proposed Procurement Ordinance)

ORDINANCE NO. 04-2025

AN ORDINANCE OF THE TOWN OF CENTURY, FLORIDA, ESTABLISHING A PROCUREMENT POLICY PURSUANT TO THE TOWN CHARTER AMENDMENT AND RESOLUTION NO. 3-2024; PROVIDING FOR PROCUREMENT PROCEDURES; ESTABLISHING THE MAYOR'S SPENDING AUTHORITY; SETTING COMPETITIVE BIDDING REQUIREMENTS; PROVIDING FOR EXCEPTIONS; ESTABLISHING ETHICAL STANDARDS; PROVIDING FOR COMPLIANCE WITH STATE AND FEDERAL PROCUREMENT GUIDELINES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on November 5, 2024, the voters of the Town of Century approved the ballot question amending the Town Charter to provide that purchasing shall be governed by council-approved policies and procedures, consistent with the Mayor-Town Council form of government; and

WHEREAS, the Town Council desires to establish a procurement ordinance consistent with the approved Charter amendment and **Resolution No. 3-2024**, which affirms procurement policies and procedures in accordance with best practices and legal requirements; and

WHEREAS, the Town Council finds that adopting this ordinance will promote efficient governmental operations and ensure compliance with applicable **Florida law** and **federal procurement requirements**, including **2 CFR Part 200** for federal grants such as Community Development Block Grant (CDBG) dollars; and

WHEREAS, this ordinance aligns with **Florida Statutes Chapter 287 (Procurement of Personal Property and Services)** and **Chapter 218 (Financial Matters Pertaining to Political Subdivisions)**.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AS FOLLOWS:

SECTION 1. TITLE

This ordinance shall be known as the **Town of Century Procurement Ordinance**.

SECTION 2. PURPOSE

The purpose of this ordinance is to establish uniform procurement procedures to promote efficiency, economy, and transparency in the acquisition of goods, services, and construction projects for the Town while ensuring compliance with **Florida law**, the **Town Charter**, and **federal procurement guidelines**.

SECTION 3. PROCUREMENT AUTHORITY

Travel and Training Expenditures: Travel and training expenses are governed by a separate policy approved by the Town Council. Nothing in this ordinance shall be interpreted to allow

spending under this ordinance to override the training and travel policy approved by the Town Council.

1. **Mayor’s Authority:** The Mayor shall have the authority to approve and expend funds for procurement up to **\$10,000** without prior approval of the Town Council, provided that such expenditures are within the budget adopted by the Town Council.
2. **Town Council Approval:** Expenditures exceeding **\$10,000** shall require prior approval of the Town Council, except as otherwise provided herein.
3. **Procurement Officer:** The **Town Clerk** shall serve as the **Procurement Officer** responsible for overseeing compliance with procurement policies.

SECTION 4. PROCUREMENT PROCEDURES

1. **Purchases Under \$5,000:** The Mayor or designee may approve purchases below \$5,000 with at least **two written quotations** whenever practicable. If a written quotation cannot be obtained, a form must be completed with the details of the quotation, including the vendor name, price, and reason why a written quotation was not available.
2. **Purchases Between \$5,000 and \$10,000:** Shall require at least **three written quotations** whenever practicable to ensure cost-effectiveness.
3. **Purchases Exceeding \$10,000:** Shall require competitive bidding as set forth in Section 5 unless an exception applies.
4. **Public Works Projects:** In accordance with **Florida Statutes § 255.20**, public works projects exceeding **\$50,000** shall be subject to a competitive bidding process.
5. **No Splitting of Purchases:** Purchases shall not be artificially divided or split to avoid procurement thresholds. If multiple related purchases are needed, the total cost shall determine the required procurement procedure.

SECTION 5. COMPETITIVE BIDDING REQUIREMENTS

Definition of Responsive and Responsible Bidder

- **Responsive Bidder:** A bidder who has submitted a bid that conforms in all material aspects to the requirements set forth in the invitation to bid, including compliance with specifications, terms, conditions, and submission deadlines.
 - **Responsible Bidder:** A bidder who has the financial stability, technical capability, experience, and past performance necessary to fulfill the contract requirements successfully. A responsible bidder must demonstrate the ability to perform the work required and comply with applicable laws and regulations.
1. **Sealed Bidding Process:** Purchases of goods, services, or construction projects exceeding **\$10,000** shall be awarded through a competitive sealed bid process, with the following requirements:
 - A public notice of the invitation to bid shall be issued at least **ten (10) days** before the bid opening.
 - Bids shall be opened publicly at a designated date and time.

- The contract shall be awarded to the lowest responsive and responsible bidder unless the Town Council determines another bidder provides the best value to the Town.
- 2. **Best Value Procurement:** The Town Council may award contracts based on a **best value** evaluation when it is determined that factors other than price are critical to the procurement.
- 3. **Cone of Silence:** To ensure fairness and integrity, communication between potential bidders, Town officials, and staff is prohibited from the time of bid advertisement until the final award.
- 4. **Sealed Bidding Process:** Purchases of goods, services, or construction projects exceeding **\$10,000** shall be awarded through a competitive sealed bid process, with the following requirements:
 - A public notice of the invitation to bid shall be issued at least **ten (10) days** before the bid opening.
 - Bids shall be opened publicly at a designated date and time.
 - The contract shall be awarded to the lowest responsive and responsible bidder unless the Town Council determines another bidder provides the best value to the Town.
- 5. **Best Value Procurement:** The Town Council may award contracts based on a **best value** evaluation when it is determined that factors other than price are critical to the procurement.
- 6. **Cone of Silence:** To ensure fairness and integrity, communication between potential bidders, Town officials, and staff is prohibited from the time of bid advertisement until the final award.

SECTION 6. EXCEPTIONS TO COMPETITIVE BIDDING

- 1. **Emergency Purchases:** Immediate action is required to protect public health, safety, or property. All emergency purchases must be ratified by the Town Council at the next available regular Town Council meeting or as practicable.
- 2. **Sole Source Purchases:** When only one vendor can provide the required goods or services, per **2 CFR § 200.320(c)**. A **Sole Source Justification Form** must be completed.
- 3. **Intergovernmental Purchases:** Allowed under **Florida Statutes § 287.056** and **§ 163.01** for cooperative purchasing and piggybacking agreements.
- 4. **Professional Services:** Includes legal, engineering, architectural, lobbying, or consulting services, in compliance with **Florida’s CCNA** and **2 CFR § 200.317-200.320**.
- 5. **Grant-Funded Procurements:** When external funding sources impose procurement requirements differing from Town policies.
- 6. **Renewals of Existing Contracts:** If renewal provisions are in the Town’s best interest and comply with procurement laws.
- 7. **Utility Bills:** Payments for municipal utilities, including electricity, water, sewer, and telecommunications services, are exempt from procurement requirements.

SECTION 7. ETHICAL STANDARDS

1. **Conflict of Interest:** Officials and employees shall not participate in any procurement decision involving a financial interest of themselves or related parties.
2. **Gifts and Gratuities:** Vendors seeking business with the Town may not offer gifts, favors, or incentives.
3. **Transparency:** Procurement records shall be maintained and made available per **Florida public records law (Chapter 119, Florida Statutes)**.

PASSED AND ADOPTED this ___ day of _____, 2025.

APPROVED:

TOWN OF CENTURY, FLORIDA

By: _____
Alicia Johnson, Interim Mayor

ATTEST:

By: _____
Carrie Moore Town Clerk

TOWN OF CENTURY, FLORIDA

AGENDA ITEM REQUEST

TO: Town Council, Town of Century, FL

FROM: Carrie Moore Town Clerk

MEETING DATE: March 18, 2025

SUBJECT: First reading of Ordinance 05-2025 to update floodplain management regulations in compliance with the National Flood Insurance Program and the Florida Building Code, and to schedule the second and final reading on April 15, 2025, following proper advertisement.

RECOMMENDATION:

Staff recommends that the Town Council:

1. Conduct the **first reading** of **Ordinance No. 05-2025** on **March 18, 2025**.
2. Schedule the **second and final reading** for **April 15, 2025** for final adoption.

MOTION:

"I move to approve the first reading of Ordinance No. 05-2025, to update floodplain management regulations in compliance with the National Flood Insurance Program and the Florida Building Code and schedule the second and final reading for April 15, 2025."

ATTACHMENTS:

- **Ordinance No. 05-2025**

ORDINANCE NO. 05-2024

AN ORDINANCE BY THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 78, ARTICLE V FLOODPLAINS, TO UPDATE THE DATE OF THE FLOOD INSURANCE STUDY AND FLOOD INSURANCE RATE MAPS SPECIFY; TO REFORMAT A LOCAL TECHNICAL AMENDMENT TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in Chapter 166 – Municipalities, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Town of Century participates in the National Flood Insurance Program and the Town Council desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Parts 59 and 60, necessary for such participation; and

WHEREAS, the Federal Emergency Management Agency has revised and reissued the Flood Insurance Study for Escambia County, Florida and Incorporated Areas, with an effective date of August 19, 2025; and

WHEREAS, the Town Council has determined that it is in the public interest to identify the effective date of the revised Flood Insurance Study and Flood Insurance Rate Maps.

WHEREAS, Chapter 553, Florida Statutes, allows for local technical amendments to the *Florida Building Code* that provide for more stringent requirements than those specified in the Code and allows adoption of local administrative and local technical amendments to the Florida Building Code to implement the National Flood Insurance Program and incentives; and

WHEREAS, the Town Council previously adopted a freeboard requirement for buildings and structures in flood hazard areas, which effectively amends the Florida Building Code pursuant to sec. 553.73(5), F.S. and pursuant to sec. 553.73(4), F.S. is reformatting that requirement.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Century that the Code of Ordinances Chapter 78, Article V Floodplains, is amended as set forth in the following amendments, as shown in ~~striketrough~~ and underline format in Section 1.

SECTION 1. AMENDMENTS

The Code of Ordinances Chapter 78, Article V Floodplains, is hereby amended by the following amendments.

ARTICLE V. - FLOODPLAINS

DIVISION 1. - ADMINISTRATION

Sec. 78-121. - General.

- (a) *Title.* These regulations shall be known as the Floodplain Management Ordinance of the Town of Century, hereinafter referred to as "this ordinance."
- (b) *Scope.* The provisions of this ordinance shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the Florida Building Code; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.
- (c) *Intent.* The purposes of this ordinance and the flood load and flood resistant construction requirements of the Florida Building Code are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:
 - (1) Minimize unnecessary disruption of commerce, access and public service during times of flooding;
 - (2) Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
 - (3) Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
 - (4) Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
 - (5) Minimize damage to public and private facilities and utilities;
 - (6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
 - (7) Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
 - (8) Meet the requirements of the National Flood Insurance Program for community participation as set forth in the Title 44 Code of Federal Regulations, Section 59.22.
- (d) *Coordination with the Florida Building Code.* This ordinance is intended to be administered and enforced in conjunction with the Florida Building Code. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the Florida Building Code.
- (e) *Warning.* The degree of flood protection required by this ordinance and the Florida Building Code, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with this ordinance.

(f) *Disclaimer of liability.* This ordinance shall not create liability on the part of the Town Council of the Town of Century, Florida or by any officer or employee thereof for any flood damage that results from reliance on this ordinance or any administrative decision lawfully made thereunder.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-122. - Applicability.

- (a) *General.* Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
- (b) *Areas to which this ordinance applies.* This ordinance shall apply to all flood hazard areas within the Town of Century, as established in section 78-122(c) of this ordinance.
- (c) *Basis for establishing flood hazard areas.* The Flood Insurance Study for Escambia County, Florida and Incorporated Areas dated ~~September 29, 2006~~ August 19, 2025, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this ordinance and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the Office of the Town Clerk, Century Town Hall, 7995 North Century Boulevard, Century, Florida 32535.
- (d) *Submission of additional data to establish flood hazard areas.* To establish flood hazard areas and base flood elevations, pursuant to section 78-125 of this ordinance the floodplain administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:
 - (1) Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this ordinance and, as applicable, the requirements of the Florida Building Code.
 - (2) Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a letter of map change that removes the area from the special flood hazard area.
- (e) *Other laws.* The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal law.
- (f) *Abrogation and greater restrictions.* This ordinance supersedes any ordinance in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the Florida Building Code. In the event of a conflict between this ordinance and any other ordinance, the more restrictive shall govern. This ordinance shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this ordinance.
- (g) *Interpretation.* In the interpretation and application of this ordinance, all provisions shall be:
 - (1) Considered as minimum requirements;
 - (2) Liberally construed in favor of the governing body; and
 - (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-123. - Duties and powers of the floodplain administrator.

- (a) *Designation.* The town planner of the Town of Century, Florida, is designated as the floodplain administrator. The floodplain administrator may delegate performance of certain duties to other employees.
- (b) *General.* The floodplain administrator is authorized and directed to administer and enforce the provisions of this ordinance. The floodplain administrator shall have the authority to render interpretations of this ordinance consistent with the intent and purpose of this ordinance and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this ordinance without the granting of a variance pursuant to section 78-127 of this ordinance.
- (c) *Applications and permits.* The floodplain administrator, in coordination with other pertinent offices of the community, shall:
 - (1) Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
 - (2) Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this ordinance;
 - (3) Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
 - (4) Provide available flood elevation and flood hazard information;
 - (5) Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
 - (6) Review applications to determine whether proposed development will be reasonably safe from flooding;
 - (7) Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code, when compliance with this ordinance is demonstrated, or disapprove the same in the event of noncompliance; and
 - (8) Coordinate with and provide comments to the building official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of this ordinance.
 - (9) In coordination with the Escambia County Building Official review all permits for construction within the special flood hazard areas to ensure that the proposed project meets the freeboard requirements. In accordance with subsection 78-141(c), the Town of Century the freeboard requirement is three feet above the designated FEMA base flood elevation.
- (d) *Substantial improvement and substantial damage determinations.* For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the floodplain administrator, in coordination with the building official, shall:
 - (1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
 - (2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

- (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the Florida Building Code and this ordinance is required.
- (e) *Modifications of the strict application of the requirements of the Florida Building Code.* The floodplain administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to section 78-127 of this ordinance.
- (f) *Notices and orders.* The floodplain administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with this ordinance.
- (g) *Inspections.* The floodplain administrator shall make the required inspections as specified in section 78-126 of this ordinance for development that is not subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. The floodplain administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.
- (h) *Other duties of the floodplain administrator.* The floodplain administrator shall have other duties, including but not limited to:
 - (1) Establish, in coordination with the building official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to section 78-123(d) of this ordinance;
 - (2) Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
 - (3) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the flood insurance rate maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available;
 - (4) Review required design certifications and documentation of elevations specified by this ordinance and the Florida Building Code and this ordinance to determine that such certifications and documentations are complete; and
 - (5) Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Century are modified.
- (i) *Floodplain management records.* Regardless of any limitation on the period required for retention of public records, the floodplain administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this ordinance and the flood resistant construction requirements of the Florida Building Code, including flood insurance rate maps; letters of map change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the Florida Building Code and this ordinance; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to this ordinance and the flood resistant construction requirements of the Florida Building Code. These records shall be available for public inspection at the Office of the Town Clerk, Century Town Hall, 7995 North Century Boulevard, Century, Florida 32535 or the Escambia County Building Inspections Division, 3363 West Park Place, Pensacola, Florida 32505.

([Ord. No. 01-14, § 2](#), 5-19-2014; [Ord. No. 02-17](#), § 2, 11-6-2017)

Sec. 78-124. - Permits.

- (a) *Permits required.* Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this ordinance, including buildings, structures and facilities exempt from the Florida Building Code, which is wholly within or partially within any flood hazard area shall first make application to the floodplain administrator, and the building official if applicable, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.
- (b) *Floodplain development permits or approvals.* Floodplain development permits or approvals shall be issued pursuant to this ordinance for any development activities not subject to the requirements of the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. Depending on the nature and extent of proposed development that includes a building or structure, the floodplain administrator may determine that a floodplain development permit or approval is required in addition to a building permit.
- (c) *Buildings, structures and facilities exempt from the Florida Building Code.* Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the Florida Building Code and any further exemptions provided by law, which are subject to the requirements of this ordinance:
 - (1) Railroads and ancillary facilities associated with the railroad.
 - (2) Nonresidential farm buildings on farms, as provided in F.S. § 604.50.
 - (3) Temporary buildings or sheds used exclusively for construction purposes.
 - (4) Mobile or modular structures used as temporary offices.
 - (5) Those structures or facilities of electric utilities, as defined in F.S. § 366.02, which are directly involved in the generation, transmission, or distribution of electricity.
 - (6) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
 - (7) Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
 - (8) Temporary housing provided by the department of corrections to any prisoner in the state correctional system.
 - (9) Structures identified in F.S. § 553.73(10)(k), are not exempt from the Florida Building Code if such structures are located in flood hazard areas established on flood insurance rate maps.
- (d) *Application for a permit or approval.* To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:
 - (1) Identify and describe the development to be covered by the permit or approval.
 - (2) Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
 - (3) Indicate the use and occupancy for which the proposed development is intended.

- (4) Be accompanied by a site plan or construction documents as specified in section 78-125 of this ordinance.
- (5) State the valuation of the proposed work.
- (6) Be signed by the applicant or the applicant's authorized agent.
- (7) Give such other data and information as required by the floodplain administrator.
- (e) *Validity of permit or approval.* The issuance of a floodplain development permit or approval pursuant to this ordinance shall not be construed to be a permit for, or approval of, any violation of this ordinance, the Florida Building Codes, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the floodplain administrator from requiring the correction of errors and omissions.
- (f) *Expiration.* A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.
- (g) *Suspension or revocation.* The floodplain administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this ordinance or any other ordinance, regulation or requirement of this community.
- (h) *Other permits required.* Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including, but not limited to, the following:
 - (1) The Northwest Florida Water Management District; F.S. § 373.036.
 - (2) Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.
 - (3) Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; F.S. § 161.055.
 - (4) Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
 - (5) Federal permits and approvals.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-125. - Site plans and construction documents.

- (a) *Information for development in flood hazard areas.* The site plan or construction documents for any development subject to the requirements of this ordinance shall be drawn to scale and shall include, as applicable to the proposed development:
 - (1) Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
 - (2) Where base flood elevations, or floodway data are not included on the FIRM or in the flood insurance study, they shall be established in accordance with section 78-125(b)(2) or (3) of this ordinance.
 - (3) Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than five acres and the base flood elevations are not included on the FIRM or in the flood insurance study, such elevations shall be established in accordance with section 78-125(b)(1) of this ordinance.

- (4) Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
- (5) Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- (6) Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
- (7) Existing and proposed alignment of any proposed alteration of a watercourse.

The floodplain administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by this ordinance but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with this ordinance.

- (b) *Information in flood hazard areas without base flood elevations (approximate Zone A).* Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the floodplain administrator shall:
 - (1) Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
 - (2) Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source.
 - (3) Where base flood elevation and floodway data are not available from another source, where the available the data are deemed by the floodplain administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
 - a. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices; or
 - b. Specify that the base flood elevation is two feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two feet.
 - (4) Where the base flood elevation data are to be used to support a letter of map change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.
- (c) *Additional analyses and certifications.* As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses signed and sealed by a Florida licensed engineer for submission with the site plan and construction documents:
 - (1) For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in section 78-125(d) of this ordinance and shall submit the conditional letter of map revision, if issued by FEMA, with the site plan and construction documents.
 - (2) For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the flood insurance study or on the FIRM and floodways have not been designated hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one foot at any point within the community. This requirement does not apply in isolated flood hazard areas not

connected to a riverine flood hazard area or in flood hazard areas identified as zone AO or zone AH.

- (3) For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in section 78-125(d) of this ordinance.
- (d) *Submission of additional data.* When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a letter of map change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-126. - Inspections.

- (a) *General.* Development for which a floodplain development permit or approval is required shall be subject to inspection.
- (b) *Development other than buildings and structures.* The floodplain administrator shall inspect all development to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.
- (c) *Buildings, structures and facilities exempt from the Florida Building Code.* The floodplain administrator shall inspect buildings, structures and facilities exempt from the Florida Building Code to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.
- (d) *Buildings, structures and facilities exempt from the Florida Building Code, lowest floor inspection.* Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility exempt from the Florida Building Code, or the owner's authorized agent, shall submit to the floodplain administrator:
 - (1) If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
 - (2) If the elevation used to determine the required elevation of the lowest floor was determined in accordance with section 78-125(b)(3)(b) of this ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.
- (e) *Buildings, structures and facilities exempt from the Florida Building Code, final inspection.* As part of the final inspection, the owner or owner's authorized agent shall submit to the floodplain administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in section 78-126(d) of this ordinance.
- (f) *Manufactured homes.* The building official shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of this ordinance and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the building official.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-127. - Variances and appeals.

- (a) *General.* The Century Town Council shall hear and decide on requests for appeals and requests for variances from the strict application of this ordinance. Pursuant to F.S. § 553.73(5), the Century Town Council shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.
- (b) *Appeals.* The Century Town Council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the administration and enforcement of this ordinance. Any person aggrieved by the decision of the Century Town Council may appeal such decision to the Circuit Court, as provided by Florida Statutes.
- (c) *Limitations on authority to grant variances.* The Century Town Council shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in section 78-127(g) of this ordinance, the conditions of issuance set forth in section ~~78-127(h)~~ ~~78-127(f)~~ of this ordinance, and the comments and recommendations of the floodplain administrator and the building official. The Century Town Council has the right to attach such conditions as it deems necessary to further the purposes and objectives of this ordinance.
- (d) *Restrictions in floodways.* A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in section 78-125(c) of this ordinance.
- (e) *Historic buildings.* A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 44 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.
- (f) *Functionally dependent uses.* A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this ordinance, provided the variance meets the requirements of section 78-127(d), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.
- (g) *Considerations for issuance of variances.* In reviewing requests for variances, the Century Town Council shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this ordinance, and the following:
 - (1) The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
 - (2) The danger to life and property due to flooding or erosion damage;
 - (3) The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
 - (4) The importance of the services provided by the proposed development to the community;
 - (5) The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
 - (6) The compatibility of the proposed development with existing and anticipated development;
 - (7) The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
 - (8) The safety of access to the property in times of flooding for ordinary and emergency vehicles;

- (9) The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (10) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.
- (h) *Conditions for issuance of variances.* Variances shall be issued only upon:
- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this ordinance or the required elevation standards;
 - (2) Determination by the Century Town Council that:
 - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
 - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
 - c. The variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (3) Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the office of the clerk of the court in such a manner that it appears in the chain of title of the affected parcel of land; and
 - (4) If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the floodplain administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25.00 for \$100.00 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-128. - Violations.

- (a) *Violations.* Any development that is not within the scope of the Florida Building Code but that is regulated by this ordinance that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this ordinance, shall be deemed a violation of this ordinance. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this ordinance or the Florida Building Code is presumed to be a violation until such time as that documentation is provided.
- (b) *Authority.* For development that is not within the scope of the Florida Building Code but that is regulated by this ordinance and that is determined to be a violation, the floodplain administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.
- (c) *Unlawful continuance.* Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Secs. 78-129, 78-130. - Reserved.

DIVISION 2. - DEFINITIONS

Sec. 78-131. - General.

- (a) *Scope.* Unless otherwise expressly stated, the following words and terms shall, for the purposes of this ordinance, have the meanings shown in this section.
- (b) *Terms defined in the Florida Building Code.* Where terms are not defined in this ordinance and are defined in the Florida Building Code, such terms shall have the meanings ascribed to them in that code.
- (c) *Terms not defined.* Where terms are not defined in this ordinance or the Florida Building Code, such terms shall have ordinarily accepted meanings such as the context implies.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-132. - Definitions.

Accessory structure. A structure on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For floodplain management purposes, the term includes only accessory structures used for parking and storage.

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the floodplain administrator's interpretation of any provision of this ordinance ~~or a request for a variance.~~

ASCE 24. A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood. A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

- (1) Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
- (2) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to two feet. [Also defined in FBC, B, Section 1612.2.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before July 7, 1981. [Also defined in FBC, B, Section 1612.2.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before July 7, 1981.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

- (1) The area within a floodplain subject to a one-percent or greater chance of flooding in any year.
- (2) The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood insurance rate map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 1612.2.]

Flood insurance study (FIS). The official report provided by the Federal Emergency Management Agency that contains the flood insurance rate map, the flood boundary and floodway map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

Floodplain administrator. The office or position designated and charged with the administration and enforcement of this ordinance (may be referred to as the floodplain manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this ordinance.

Floodproofed. Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. [Also defined in FBC, B, Section 1612.2.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Freeboard. The additional amount of height above the base flood elevation used, ~~usually expressed as a factor of safety in determining the level at which a structure's lowest floor must be elevated or floodproofed to be in accordance with state or community~~ feet, above a flood level for purposes of floodplain management regulations.

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 44 12, Historic Buildings.

Letter of map change (LOMC). An official determination issued by FEMA that amends or revises an effective flood insurance rate map or flood insurance study. Letters of map change include:

(1) *Letter of map amendment (LOMA):* An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective flood insurance rate map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

(2) *Letter of map revision (LOMR):* A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

(3) *Letter of map revision based on fill (LOMR-F):* A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

(4) *Conditional letter of map revision (CLOMR):* A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds gross vehicular weight rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or

(3) Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Manufactured home. A structure, transportable in one or more sections, which is eight feet or more in width and greater than 400 square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. ~~The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this ordinance, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, is the actual cash value (in-kind replacement cost depreciated for age, wear and tear, neglect, and quality of construction) determined by a qualified independent appraiser, or tax assessment value adjusted to approximate market value by a factor provided by the county property appraiser.~~

New construction. For the purposes of administration of this ordinance and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after July 7, 1981, and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after July 7, 1981.

Park trailer. A transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in F.S. § 320.01.]

Recreational vehicle. A vehicle, including a park trailer, which is: [See F.S. § 320.01.]

- (1) Built on a single chassis;
- (2) Four hundred square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in FBC, B Section 1612.2.]

Start of construction. The date of issuance of permits for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection

of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

Substantial improvement. Any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 1612.2.]

- (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
- (2) Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to section 78-127 of this ordinance.

Variance. A grant of relief from the requirements of this ordinance, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by this ordinance or the Florida Building Code.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

([Ord. No. 01-14, § 2](#), 5-19-2014; [Ord. No. 02-17](#), § 1, 11-6-2017)

Secs. 78-133—78-140. - Reserved.

DIVISION 3. - FLOOD RESISTANT DEVELOPMENT

Sec. 78-141. - Buildings and structures.

(a) *Design and construction of buildings, structures and facilities exempt from the Florida Building Code.* Pursuant to section 78-124(c) of this ordinance, buildings, structures, and facilities that are exempt from the Florida Building Code, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24.

(b) Structures that are exempt from the Florida Building Code that are not walled and roofed buildings shall comply with the requirements of section 78-147 of this ordinance.

(c) Florida Building Code amendment to specify minimum elevation requirements. The minimum elevation requirement shall be as specified in the Florida Building Code or the base flood elevation plus three feet, whichever is higher.

(d) At-grade accessory structures. At-grade accessory structures are permitted provided the accessory structures are used only for parking or storage and:

- (1) If located in special flood hazard areas (Zone A/AE) other than coastal high hazard areas, are one-story and not larger than 600 sq. ft. and have flood openings in accordance

with Section R322.2 of the Florida Building Code, Residential.

(2) Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.

(3) Have flood damage-resistant materials used below the base flood elevation plus one (1) foot.

(4) Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to or above the base flood elevation plus one (1) foot.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-142. - Subdivisions.

- (a) *Minimum requirements.* Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:
 - (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
 - (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
 - (3) Adequate drainage is provided to reduce exposure to flood hazards; in zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.
- (b) *Subdivision plats.* Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:
 - (1) Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats ~~and final plats~~;
 - (2) Where the subdivision has more than 50 lots or is larger than five acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with section 78-125(b)(1) of this ordinance; and
 - (3) Compliance with the site improvement and utilities requirements of section 78-143 of this ordinance.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-143. - Site improvements, utilities and limitations.

- (a) *Minimum requirements.* All proposed new development shall be reviewed to determine that:
 - (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
 - (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
 - (3) Adequate drainage is provided to reduce exposure to flood hazards; in zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.
- (b) *Sanitary sewage facilities.* All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal

systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

- (c) *Water supply facilities.* All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.
- (d) *Limitations on sites in regulatory floodways.* No development, including but not limited to site improvements, and land disturbing activity involving fill or regrading, shall be authorized in the regulatory floodway unless the floodway encroachment analysis required in section 78-125(c)(1) of this ordinance demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation.
- (e) *Limitations on placement of fill.* Subject to the limitations of this ordinance, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures (zone A only), fill shall comply with the requirements of the Florida Building Code.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-144. - Manufactured homes.

- (a) *General.* All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to F.S. § 320.8249, and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this ordinance.
- (b) *Foundations.* All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of the Florida Building Code Residential Section R322.2 and this ordinance.
- (c) *Anchoring.* All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.
- (d) *Elevation.* Manufactured homes that are placed, replaced, or substantially improved shall comply with section 78-144(e) or (f) of this ordinance, as applicable.
- (e) *General elevation requirement.* Unless subject to the requirements of section 78-144(f) of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 (Zone A).
- (f) *Elevation requirement for certain existing manufactured home parks and subdivisions.* Manufactured homes that are not subject to section 78-144(e) of this ordinance, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

- (1) Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 (Zone A); or
- (2) Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.
- (g) *Enclosures.* Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322 for such enclosed areas.
- (h) *Utility equipment.* Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the Florida Building Code, Residential Section R322.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-145. - Recreational vehicles and park trailers.

- (a) *Temporary placement.* Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:
 - (1) Be on the site for fewer than 180 consecutive days; or
 - (2) Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.
- (b) *Permanent placement.* Recreational vehicles and park trailers that do not meet the limitations in section 78-145(a) of this ordinance for temporary placement shall meet the requirements of section 78-144 of this ordinance for manufactured homes.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-146. - Tanks.

- (a) *Underground tanks.* Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.
- (b) *Above-ground tanks, not elevated.* Above-ground tanks that do not meet the elevation requirements of section 78-146(c) of this ordinance shall be permitted in flood hazard areas provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.
- (c) *Above-ground tanks, elevated.* Above-ground tanks in flood hazard areas shall be attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.
- (d) *Tank inlets and vents.* Tank inlets, fill openings, outlets and vents shall be:
 - (1) At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Sec. 78-147. - Other development.

- (a) *General requirements for other development.* All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the Florida Building Code, shall:
 - (1) Be located and constructed to minimize flood damage;
 - (2) Meet the limitations of section 78-143(d) of this ordinance if located in a regulated floodway;
 - (3) Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
 - (4) Be constructed of flood damage-resistant materials; and
 - (5) Have mechanical, plumbing, and electrical systems above the design flood elevation, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.
- (b) *Fences in regulated floodways.* Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of section 78-143(d) of this ordinance.
- (c) *Retaining walls, sidewalks and driveways in regulated floodways.* Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of section 78-143(d) of this ordinance.
- (d) *Roads and watercourse crossings in regulated floodways.* Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of section 78-143(d) of this ordinance. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of section 78-125(c)(3) of this ordinance.

([Ord. No. 01-14, § 2](#), 5-19-2014)

Secs. 78-148—78-200. - Reserved.

SECTION 2. APPLICABILITY.

For the purposes of jurisdictional applicability, this ordinance shall apply in Town of Century. This ordinance shall apply to all applications for accessory structures in special flood hazard areas submitted on or after the effective date of this ordinance.

SECTION 3. INCLUSION INTO THE CODE OF ORDINANCES.

It is the intent of the Century Town Council that the provisions of this ordinance shall become and be made a part of the Town of Century Code of Ordinances, and that the sections of this ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect on **{insert date}**.

Use community's standard signature block

APPROVED:

TOWN OF CENTURY

By: _____
Alicia Johnson, Interim Mayor

ATTEST:

By: _____
Carrie Moore Town Clerk

TOWN OF CENTURY, FLORIDA

AGENDA ITEM REQUEST

TO: Town Council, Town of Century, FL

FROM: Carrie Moore Town Clerk

MEETING DATE: March 18, 2025

SUBJECT: Resolution 2025-02- related to Miscellaneous Water System Improvements Projects. This resolution is required by the FDEP as part of the State Revolving Fund Loan Agreement approval process.

RECOMMENDATION:

Staff recommends that the Town Council:

1. Pass Resolution 2025-02 on **March 18, 2025**.

MOTION:

"I move to approve Resolution No. 2025-02, related to Miscellaneous Water System Improvements Projects. This resolution is required by the FDEP as part of the State Revolving Fund Loan Agreement approval process."

ATTACHMENTS:

- **Resolution No. 2025-02**

RESOLUTION 2025-02

“A RESOLUTION OF TOWN OF CENTURY, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.”

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. DW17034 as eligible for available funding; and

WHEREAS; the Town of Century, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

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

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The Town of *Century*, Florida, is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are *net water and sewer system revenues* after payment of debt service on the following:

1. 1991 Series, Water and Sewer Revenue Bonds (Matures 2029).
2. State Revolving Loan (Matures 2026).
3. State Revolving Loan Matures (2031).
4. State Revolving Loan Matures (2041).
5. State Revolving Loan Matures (2041).

SECTION IV. The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the Town in carrying out the Town’s responsibilities under the loan agreement. The Mayor is authorized to delegate

responsibility to appropriate Town staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is 166.111, Florida Statutes.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this 18th Day of March, 2025, by the Town Council of the Town of Century, Florida.

ATTEST:

Carrie Moore, Town Clerk

Dynette Lewis, Council President

Alicia Johnson, Interim Mayor

CONTRACT CHANGE ORDER							ORDER NO. 1
							DATE March 10, 2025
							STATE Florida
							COUNTY Escambia
CONTRACT FOR:		Miscellaneous Wastewater System Improvements - Phase II - WWTP Improvements)					
PROJECT NO.:		150004-011					
OWNER:		Town of Century					
TO CONTRACTOR:		Talcon Group, LLC					
		156 Dupont Road					
		Havana, FL 32333					
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 A - Miscellaneous Wastewater Treatment Plant Improvements							
26	Deduct	1	LS	Drain and Clean Reject Pond	\$280,000.00	\$280,000.00	\$0.00
27	Deduct	1	LS	Replace Reject Pond Liner	\$93,000.00	\$93,000.00	\$0.00
32	Add	1	LS	Furnish and Install New Automatic Transfer Switch (Complete)	\$10,000.00	\$0.00	\$10,000.00
33	Add	1	LS	Incorporate New ATS Into Existing Motor Control Center	\$30,000.00	\$0.00	\$30,000.00
34	Add	1	LS	Equalization Basin Electrical for Pumps and Aerators Complete (Panels, Conduit, Wire, Connections, Etc.)	\$115,000.00	\$0.00	\$115,000.00
TOTALS						\$373,000.00	\$155,000.00
NET CHANGE IN CONTRACT PRICE						(\$218,000.00)	
JUSTIFICATION:							
Elimination of work related to the Reject Storage Pond. Addition of electrical work related to the installation of the Automatic Transfer Switch and the EQ Basin pump and aerator controls.							

The amount of the Contract will be **DECREASED** By The Sum Of:
Two Hundred Eighteen Thousand Dollars, and No Cents (\$218,000.00)

The Contract Total Including this and Previous Change Orders Will Be:
Five Million, Three Hundred Fifty-Nine Thousand, Four Hundred Forty-Six Dollars, and No Cents \$5,359,446.00

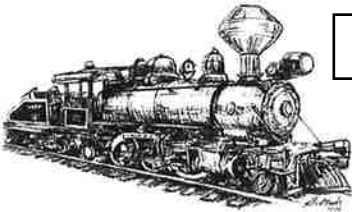
The Contract Period Completion of Project Will Be: **UNCHANGED** 0 DAYS
 The Contract Completion Date Shall Therefore Be: **5/7/2026**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
(Talcon Group, LLC) (Date)

Recommended _____
(Municipal Engineering Services, Inc.) (Date)

Accepted _____
(Town of Century) (Date)



TOWN OF CENTURY

Employment Application

APPLICANT INFORMATION

Last Name Johnson First Billy M.I. J Date 3-12-25
 Street Address 511 Bluff Springs Rd Apartment/Unit # _____
 City Century State FL ZIP 32535
 Phone 251-478-1551 E-mail Address _____
 Date Available _____ Desired Salary _____
 Position Applied for GAS
 Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If so, when? _____
 Have you ever been convicted of a felony? YES NO If yes, explain _____

EDUCATION

High School Century Address Century FL
 From _____ To 95 Did you graduate? YES NO Degree _____
 College _____ Address _____
 From _____ To _____ Did you graduate? YES NO Degree _____
 Other _____ Address _____
 From _____ To _____ Did you graduate? YES NO Degree _____

REFERENCES

Please list three professional references.

Full Name	<u>Kevin Merchant</u>	Relationship	<u>Cousin</u>
Company	<u>TOC</u>	Phone ()	
Address	<u>Bluff Springs Rd</u>	<u>Century FL</u>	
Full Name	<u>Mickey Peterson</u>	Relationship	<u>Friend</u>
Company	<u>TOC</u>	Phone ()	
Address	<u>Milstead Rd</u>	<u>Century FL</u>	
Full Name	<u>Gary Small</u>	Relationship	<u>Friend</u>
Company	<u>TOC</u>	Phone ()	
Address	<u>Nokomis</u>		

ORDINANCE #2-2025

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CENTURY, FLORIDA, AMENDING SECTION 86-241 OF THE CODE OF ORDINANCES TO MODIFY OFF-STREET PARKING REQUIREMENTS FOR GENERAL RETAIL AND FOOD STORES; PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in Chapter 166, Florida Statutes, delegated the responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizens; and

WHEREAS, Chapter 163, Florida Statutes, establishes the Local Government Comprehensive Planning and Land Development Regulation Act; and

WHEREAS, the Town of Century regulates off-street parking requirements for various land uses to ensure adequate parking while minimizing excessive parking provisions; and

WHEREAS, the Town Council has determined that a reduction in parking requirements for general retail and food stores will promote efficient land use and economic development while maintaining sufficient parking availability; and

WHEREAS, Section 86-241 of the Town of Century Code of Ordinances currently requires five (5) spaces per 1,000 square feet of gross floor area for general business, commercial, and food stores; and

WHEREAS, the Town Council finds that reducing this requirement to four (4) spaces per 1,000 square feet of gross floor area is consistent with best practices for modern parking management and local economic objectives; and

WHEREAS, the Town of Century has complied with all applicable procedural requirements, including public notice and hearings, in accordance with Florida law and the Town's Land Development Code; and

WHEREAS, the Town Council has duly considered this amendment and finds it to be in the best interest of the Town of Century and its residents.

INTRODUCED at a Regular meeting of the Town Council of the Town of Century, Florida. A first reading was held on February 4, 2025.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Century, Florida, as follows:

SECTION I. AMENDMENT OF SECTION 86-241

Section 86-241, "Land Use," of the Town of Century Code of Ordinances, is hereby amended as follows:

Deletions are indicated by ~~striketrough~~, and additions are underlined. The following table includes only the modified provisions for brevity; unincluded sections remain unchanged.

Division 2. – OFF-STREET PARKING SPACE REQUIREMENTS

Sec. 86-241. – Land use.

<i>Commercial establishments and offices including but not limited to the following types:</i>		
1.	Banks	5 spaces per 1,000 sq. ft. of gross floor area
2.	Food stores	4 <u>5</u> spaces per 1,000 sq. ft. of gross floor area
3.	Furniture stores	2 spaces per 1,000 sq. ft. of gross floor area
4.	Automobile service station	2 spaces plus 4 spaces per service bay
5.	General business, commercial, or personal service establishment catering to retail trade	4 <u>5</u> spaces per 1,000 sq. ft. of gross floor area
6.	Offices, excluding medical, dental, and health clinics and offices	5 spaces per 1,000 sq. ft. of gross floor area
7.	Eating and drinking establishments	10 spaces per 1,000 sq. ft. of gross floor area
8.	Shopping centers	10 spaces per each 1,000 sq. ft. of gross leasable area

For the purposes of this section, ‘gross floor area’ means the total floor area within the principal building, measured from the exterior walls, but excluding areas used exclusively

for storage, mechanical equipment, stairwells, and other accessory spaces not intended for public use.

SECTION II. SEVERABILITY

Should any word, phrase, sentence or section of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then such shall be severed from this Ordinance, and the remainder of the Ordinance shall remain in full force and effect.

SECTION III. INCLUSION IN THE CODE

It is the intent of the Town Council of the Town of Century, Florida, that the provisions of this ordinance shall be incorporated into the Town of Century Code of Ordinances, and the section numbering or formatting may be revised as necessary to conform to the Code’s organizational structure.

SECTION IV. EFFECTIVE DATE

This ordinance shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2025, by the **Town Council of the Town of Century, Florida.**

The following is a sample of pay rates withing in the State of Florida.

City of Milton \$15.80 to start

City of Jay \$18.74 after 6 years

City of Blountstown is \$15.00 to start

Average pay for the State of Florida is \$16.65

Average pay for this position in the United States is \$18.90