

019900

**TOWN OF CENTURY****CONTROLLING ACCOUNT**7995 N. CENTURY BLVD. 850-256-3208  
CENTURY, FL 32535**UNITED BANK**  
207 SPRING ST. STE. 14  
JAY, FLORIDA 32565

2/25/2025

PAY TO THE  
ORDER OF

Town of Century

\$ \*\*71,326.00

Seventy-One Thousand Three Hundred Twenty-Six and 00/100 \*\*\*\*\* DOLLARS

Town of Century

*Alicia L Johnson*  
*Kristina Wood*

AUTHORIZED SIGNATURE



MEMO

Request for Funds #7

⑈019900⑈ ⑆062102098⑆

0233088401⑈

TOWN OF CENTURY

019900

Town of Century

2/25/2025

Request for Funds #7

71,326.00

61-209/621

☐ CASH  
INCLUDING COINS

71326.00

Town Of Century  
CDBG #22CV-507  
PO Box 790  
Century, FL 32535

DATE

2-25-2025

DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE ONLY IF CASH RECEIVED FOR DEPOSIT

**United Bank**  
Your Hometown Advantage  
www.unitedbank.comList  
Checks  
SinglyTOTAL  
ITEMS  
☐

OR TOTAL FROM REVERSE

SUB TOTAL

☐ LESS CASH  
RECEIVED

\$

71326.00

⑆062102098⑆001620121012⑈

71,326.00

9499

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

TOWN OF CENTURY

019900

Town of Century

2/25/2025

Request for Funds #7

71,326.00

Cash in Bank - United Request for Funds #7

71,326.00

Town Of Century  
CDBG #22CV-507  
PO Box 790  
Century, FL 32535

61-209/621 1018

2-25-2025  
DATE

PAY TO THE ORDER OF Jones Phillips & Associates Inc. \$ 7,500.00  
seven thousand five hundred & no/100  
DOLLARS

United Bank  
Your Hometown Advantage  
www.unitedbank.com

FOR #9-507

Alicia L Johnson  
Kirstina Wood

⑆062102098⑆001620121012⑈ 1018

Town Of Century  
CDBG #22CV-507  
PO Box 790  
Century, FL 32535

61-209/621 1019

2-25-2025  
DATE

PAY TO THE ORDER OF Townes + Architects, P.A. \$ 63,826.00  
sixty three thousand eight hundred & twenty six & no/100  
DOLLARS

United Bank  
your Hometown Advantage  
www.unitedbank.com

FOR CCC-008

Alicia L Johnson  
Kirstina Wood

⑆062102098⑆001620121012⑈ 1019



**JONES - PHILLIPS & ASSOCIATES, INC.**  
ECONOMIC DEVELOPMENT • GRANT ADMINISTRATION • COMMUNITY PLANNING

January 16, 2025

Kristina Woods  
Town of Century  
7995 North Century Blvd.  
Century, FL. 32535

RE: CDBG #22CV-S07 (CDBG Acct: #001620121012)

Dear Kristina,

I have prepared the Request for Funds #7 for CDBG funded grant administration and architecture services. I have prepared the following payment summary upon arrival of the funds:

<u>Town of Century Controlling Account:</u>	<u>Invoice #</u>	<u>Amount:</u>
Deposit from Request for Funds #7 into Controlling Acct.		\$71,326.00
Transfer to CDBG Account (Account #001620121012)		(\$71,326.00)
 <u>CDBG Account #001620121012:</u>		 \$71,326.00
Pay following invoices:		
Jones-Phillips and Associates, Inc.	#9-S07	(\$7,500.00)
Townes + Architects, P.A.	CCC-008	(\$63,826.00)
<b>Balance</b>		<b>\$0.00</b>

Sincerely,

Robin A. Phillips  
Project Administrator

Town of Century FEIN: 59-6017986  
FLAIR ID #H2478

# INVOICE

Contract #: 22CV-S07

Invoice No.: 7  
Date: January 16, 2025

**TO:**

Florida Commerce  
Division of Community Development  
Attn: Graham Markarian  
107 E. Madison Street,  
Caldwell Bldg. MSC 400  
Tallahassee, Florida 32399-1160

**FOR:**

Town of Century  
Kristina Woods  
Deputy Clerk  
7995 North Century Blvd.  
Century, FL. 32535

DESCRIPTION	AMOUNT
Dates of Service: September 2, 2024 through January 15, 2025	
<b>Deliverable 1 - Project Implementation Tasks</b> ..... Maintained financial files – completed Conducted Fair Housing activity – completed Maintain client files – completed Attended meetings of the Recipient's local governing body – completed Prepare and submit Quarterly Status Report – completed Prepare and submit Section 3 reports – completed Prepare and submit MBE reports - completed	\$7,500.00
<b>Deliverable 2 – Engineering Services</b> ..... Developed plan drawings (schematic design) – completed	\$63,826.00
<b>Deliverable 3 – Construction</b> .....	\$0.00
<b>TOTAL</b>	<b>\$71,326.00</b>

*Kristina Woods*

Signature of Authorized Representative



Kristina Woods, Town of Century  
Printed Name and Title

**TOWNES + architects, P.A.**

2421 North 12th Avenue  
Pensacola, Florida 32503  
Certificate Number AA 26001051

**INVOICE**

Town of Century  
7995 North Century Blvd.  
Century, FL 32535

Atten: Mayor Alicia Johnson

RE: Partial Construction Documents Invoice

INVOICE No. CCC - 009

A/E SERVICES FOR CARVER AND CENTURY COMMUNITY CENTERS

13-Jan-25

CARVER AND CENTURY COMMUNITY CENTERS		Contract Fee	Percent Complete	Amount Previously Invoiced	Amount Due This Invoice	Total Invoiced To Date
<b>BASIC SERVICES</b>						
1	Schematic Design	\$ 33,425.00	100%	\$ 33,425.00	\$ -	\$ 33,425.00
2	Design Development	\$ 41,780.00	100%	\$ 41,780.00	\$ -	\$ 41,780.00
3	Construction Documents	\$ 50,140.00	100%	\$ 5,014.00	\$ 45,126.00	\$ 50,140.00
4	Final Construction Documents	\$ 8,350.00	100%	\$ -	\$ 8,350.00	\$ 8,350.00
5	Bidding Services	\$ 8,354.00	0%	\$ -	\$ -	\$ -
6	Construction Administration	\$ 25,080.00	0%	\$ -	\$ -	\$ -
7	<b>SUB TOTAL</b>	<b>\$ 167,129.00</b>		<b>\$ 80,219.00</b>	<b>\$ 53,476.00</b>	<b>\$ 133,695.00</b>
<b>ALLOWANCES</b>						
8	Printing and Reproduction	\$ 2,000.00	0%	\$ -	\$ -	\$ -
9	Permitting	\$ 3,000.00	0%	\$ -	\$ -	\$ -
10	Travel	\$ 2,000.00	0%	\$ -	\$ -	\$ -
11			0%	\$ -	\$ -	\$ -
12						
13						
14						
15	<b>ADDITIONAL DIRECT EXPENSES BEYOND BASIC SVCS</b>					
16	Topographic and Boundary Survey	\$ 26,910.00	100%	\$ 26,910.00	\$ -	\$ 26,910.00
17	Geotechnical Investigation and Report	\$ 5,290.00	95%	\$ 5,060.00	\$ -	\$ 5,060.00
18	Civil Engineering	\$ 93,595.00	42%	\$ 29,542.06	\$ 10,350.00	\$ 39,892.06
19	Measured Drawings	\$ 4,000.00	0%	\$ -	\$ -	\$ -
20	Hazardous and Regulated Materials Survey	\$ 6,095.00	100%	\$ 6,095.00	\$ -	\$ 6,095.00
21	Wetlands, Environ. Sensitive, Endangered Species Invest.	\$ 4,600.00	100%	\$ 4,600.00	\$ -	\$ 4,600.00
22	Protected Tree Inventory	\$ 2,300.00	0%	\$ -	\$ -	\$ -
23	Visual Structural Assessment	\$ 9,076.01	100%	\$ 9,076.01	\$ -	\$ 9,076.01
24	Architectural Pre-Design Services	\$ 7,541.80	100%	\$ 7,541.80	\$ -	\$ 7,541.80
25	Geotechnical Investigation and Report Additional Service	\$ 2,990.00	100%	\$ 2,990.00	\$ -	\$ 2,990.00
26				\$ -	\$ -	\$ -
27	<b>TOTAL CONTRACT SUM TO DATE</b>	<b>\$ 336,526.81</b>				
28						
29	<b>TOTAL INVOICED TO DATE</b>					<b>\$ 235,859.87</b>
30						
31	<b>LESS PREVIOUS INVOICED AMOUNTS</b>					<b>\$ 172,033.87</b>
32						
33	<b>CURRENT PAYMENT DUE THIS INVOICE</b>					<b>\$ 63,826.00</b>
34						
35	<b>BALANCE TO FINISH</b>					<b>\$ 100,666.94</b>
36						

Please make check payable to: TOWNES + architects, P.A.

*Alicia Johnson*



763,826



**JONES - PHILLIPS & ASSOCIATES, INC.**  
ECONOMIC DEVELOPMENT • GRANT ADMINISTRATION • COMMUNITY PLANNING

## INVOICE #9-S07

September 2, 2024 through January 15, 2025  
PROFESSIONAL SERVICES INVOICE

Honorable Alicia Johnson  
Mayor, Town of Century  
7995 North Century Blvd.  
Century, FL 32535

RE: CDBG-CV #22CV-S07

In accordance with Paragraph E of our contractual agreement; for the provision of administrative services relative to the above referenced Community Development Block Grant Project, please remit the sum of Seven Thousand, Five Hundred Dollars for Program Administration services including elements of Paragraphs B, Sections 1-12 as reflected in the CDBG budget.

### General Administration

Services Lump Sum Billing	Fee	Percent Complete	Amount Earned	Previously Billed	Current Amount
	\$50,000.00	30%	\$22,500.00	\$15,000.00	\$7,500.00
<b>Total Lump Sum Billing:</b>					<b>\$7,500.00</b>

### Environmental and Davis Bacon/Bidding

Services Per Hour Billing	Number of hours	\$ per hour	Extension
Environmental Services (Initial consultations, research)	0	\$100	\$0.00
Davis-Bacon/Bidding	0	\$100	\$0.00
<b>Total Per Hour Billing:</b>	0		<b>\$0.00</b>

Total Invoice: **\$7,500.00**

Respectfully Submitted,

Robin A. Phillips  
President, Jones-Phillips and Associates, Inc.



*Jones-Phillips and Associates, Inc.*  
*Project Administration Deliverables*

**Client:** Town of Century  
**Invoice dates:** September 2, 2024 through January 15, 2025  
**Invoice #:** 9-507  
**Invoice Amount:** \$7,500.00

Deliverables	Date Completed
Maintain client files	1/15/25
Maintained financial records	1/15/25
Conducted Fair Housing Activity	Oct 2024, Jan 2025
Prepare and submit Quarterly Status Report	7/24, 10/24, 1/25
Prepare and submit MBE reports	10/24/25

## SERA Reimbursement Printout

**NFA ID:** 041427

**Contract Number:** H2478

**Financial Activity Name:** FA-384372

**Type:** Reimbursement

**Status:** Submitted

**Reporting Time Period Start Date:** 09/02/2024

**Reporting Time Period End Date:** 01/15/2025

Requested Date	Funds Requested	Approved Date	Funds Approved
01/23/2025	\$71,326.00		\$0.00

Cost Category	Activity	Cost Code	IDIS ID	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Housing Rehabilitation				\$0.00	\$0.00	\$0.00	\$0.00
Engineering Services	03A Engineering		13337	\$464,650.00	\$266,396.13	\$63,826.00	\$202,570.13
Construction			13337	\$0.00	\$0.00	\$0.00	\$0.00



<b>Cost Category</b>	<b>Activity</b>	<b>Cost Code</b>	<b>IDIS ID</b>	<b>Budget Allocation</b>	<b>Budget Remaining</b>	<b>Funds Requested</b>	<b>Unexpended Balance</b>
Administration				\$0.00	\$0.00	\$0.00	\$0.00
Project Implementation	21A Administration		13336	\$50,000.00	\$35,000.00	\$7,500.00	\$27,500.00

Date: \_\_\_\_\_

Signed: \_\_\_\_\_