City of Chipley
Budget Workshop
Minutes
September 15, 2026 at 4:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Present via ZOOM:
Ms. Cheryl McCall, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
Mr. Jimmy Cook, Water Utilities Director
Mr. Ambers Carter, Assistant Public Works Dir.

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

A. CALL TO ORDER

The meeting was called to order by Mayor Andrews at 4:10 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Blount and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

1. **Fiscal Year 2026-2027 Proposed Budget –** Discussion.

   Mrs. Tanner explained the Sanitation Fund is balanced at $1,262,500, and this includes a CPI increase by Waste Management in the amount of 4.71%. It includes annual salary increases from 0-4% based on the employee performance evaluation; 2022 Ford F-150 Truck loan payment no. 5 of 5 in the amount of $7,575 per year. We did not cut anything from this budget.

   Mrs. Cain asked about the employee insurance increasing a large amount. Mrs. Tanner stated it

was an 11.75% increase and the City is switching from FL Blue to United and joined the Florida Local Government Health Insurance Consortium which should help. Discussion ensued.

Mrs. Tanner explained the Water Fund is balanced at $1,027,279, which was calculated at a 3% CPI increase, which could change. It includes Mr. Lane's water budget as well as Mr. Cook's smaller water budget. Mr. Cook's budget includes annual salary increases from 0-4% based on the employee performance evaluation; debt service principal and interest bond payment for water well – payment no. 22 of 40 - $6,943. We did not cut anything from this budget. Mr. Lanes's budget includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair & replace – includes annual meter register replacement: (100) 3/4" registers @ $22,500 (1/2 the cost) = $11,250 (Sewer fund pays the other 1/2 cost); (10) 1" meter/register comcos @ $675.00 each - $6,750 (1/2 the cost) = $3,375 (Sewer fund pays the other 1/2 cost); equipment <$5,000 – includes: Husqvarna 14" power cutter - $1,298; Watts hydrant relief valve 20-200 PSI range - $3,760; heavy duty 1 ½" 12VDC submersible pump - $1,490; ICS 16" Powergrit diamond saw chain - $616; JCS Blount guidebar 16" - $354; Zenner FHZ30 hydrant meter with internal check - $1,444; Milwaukee cordless transfer pump - $550; truck equipment payment includes: Caterpillar 420XE backhoe loader – loan payment no. 3 of 7 - $25,298; Vermeer vac excavator – loan payment no. 2 of 7 - $12,306. We did not cut anything from this budget. Discussion ensued.

Mrs. Tanner explained the Gas Fund is balanced at $770,077, which was calculated at a 3% CPI increase. It includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair which is the annual meter register replacements in the amount of $22,500; capital outlay includes the Natural Gas Odorization System replacement - $73,455; capital outlay includes 2022 Ford F-150 truck payment no. 5 of 5 - $7,630 and 2025 Ford F-150 truck payment no. 2 of 5 - $7,987; transfer to general fund loan includes FDOT line relocate (South Blvd) – loan payment no. 7 of 10 - $6,000; Items cut from this budget: installation of a 4" HDPE natural gas main under I-10 in existing 8" casing - $21,625 (we will amend this into the budget during the fiscal year from FGU return of funds). Discussion ensued.

Mrs. Tanner explained the Sewer Fund is balanced at $1,956,413 which includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair and replace which includes annual meter register replacement: (100) 3/4" registers @ $225 each = $22,500 (1/2 the cost) = $11,250 (water fund pays the other 1/2 cost); (10) 1" meter/register combos @ $675 each - $6,750 (1/2 the cost) = $3,375 (the water fund pays the other ½ cost); which is the annual meter register replacements in the amount of $22,500; Equipment <$5,000 includes: Impact wrench - $500; Demo saw - $1,380, 3. Pit pumps - $1,100; Dolly for polymer - $1,000; (4) ARV's @ $1,000 each - $4,000; Capital outlay includes: Kubota M-11 major repairs - $15,300; (2) actuators for decant valves at the treatment plant @ $11,550 each - $23,100; Truck/Equipment payments includes: Main line camera – loan payment no. 2 of 7 - $19,275; New Caterpillar backhoe @ $131,000 – loan payment no. 1 of 7 - $22,220; debt service principal and interest – USDA series 2022 bond issue payment no. 6 of 40 in the amount of $74,981; FDEP SRF Loan No. WW670111 semi-annual payment No. 6 and No. 7 in the amount of $93,760; A transfer to general fund loan payment no. 19 for the city loan for the SCADA System Improvements in the amount of $3,750. A transfer to sanitation fund loan payment no. 1 of 20 in the amount of $15,000. We cut one new lawnmower from this budget. Discussion ensued.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:01 p.m.

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk