

City of Chipley
Budget Workshop
Minutes
September 16, 2025 at 4:15 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Ms. Cheryl McCall, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
Mr. Leonard Blount, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Jamie Richter, Finance Director
Mr. Brock Tate, Recreation Director

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Hunter Aycock, Fire Chief

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 4:22 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 Russell and seconded by Council Member Cain to approve the agenda as presented. The motion passed unanimously.

D. AGENDA ITEMS

1. Fiscal Year 2025-2026 Proposed Budget – Discussion.

Mrs. Tanner explained the total proposed budget is \$18,112,611 which includes all funds.

Mrs. Tanner explained the General Fund total revenues is \$10,906,830 which includes general fund revenues in the amount of \$2,877,106; Ad Valorem Taxes in the amount of \$1,411,321; Interfund Transfers in the amount of \$15,250; Capital Projects in the amount of \$6,213,279; and Community Redevelopment Agency (CRA) in the amount of \$389,874. The total projects and transfers and reserves is \$10,906,830 for a total budget including the enterprise funds of \$18,112,611. Discussion ensued.

Mrs. Tanner explained the Executive Department total is \$46,200. Discussion ensued.

Mrs. Tanner explained the Administration Department total is \$1,776,300 which includes annual salary increases from 0-4% based on the employee performance evaluation and repair & maintenance including (2) copier leases - \$7,000; ADG software maintenance - \$11,100; Master Meter software maintenance - \$1,750; postage meter maintenance/rental - \$725; and Municode package - \$2,250; Discussion ensued.

Mrs. Tanner explained the Police Department Fund total is \$1,538,318. It includes annual salary increases from 0-4% based on the employee performance evaluation; professional services including Smart Cop annual maintenance - \$2,750, annual copier lease - \$1,800 (48 month lease); annual archive social for archiving social media - \$1,103; and Watchguard annual software licensing fee - \$2,500; five (5) Flock camera systems with the annual cost of \$2,500 per camera - \$12,500; Motorola tag reader activation & license - \$5,500; Confiscated funds – amended into the budget throughout the year; equipment –two (2) patrol car radar units @ \$2,590.25 per unit for a total of \$7,770.75; police car patrol vehicle for replacement loan payment no. 4 of 5 in the amount of \$5,180.50; patrol car graphic design & installation - \$9,800; Ubiquiti AI interface - \$800; three (3) patrol laptops - \$8,579.97; four (4) bulletproof vests - \$4,800; one (1) new patrol vehicle payment no. 5 of 5 in the amount of \$10,877; one (1) patrol vehicle payment no. 2 of 7 in the amount of \$11,512; one (1) patrol vehicle payment no. 2 of 5 in the amount of \$10,090; and one (1) new patrol vehicle loan payment no. 1 of 7 in the amount of \$13,256; FDLE JAGD grant funds are amended into the budget if grant funds are approved by FDLE during the year; bond payment no. 25 of 40 in the amount of \$16,000 for the Police & Fire building. Discussion ensued.

Mrs. Tanner explained the Fire Department Fund total is \$790,914, It includes annual salary increases from 0-4% based on the employee performance evaluation; volunteer fire expense – funds are amended into the budget as received throughout the year. Equipment <\$5000 includes 1,250 feet of hose to be purchased with a 50%/50% FDACS volunteer fire grant - \$13,000; Rope rescue team equipment - \$2,000; two (2) radios - \$3,200; truck payment no. 7 of 7 in the amount of \$7,254; bond payment no. 25 of 40 in the amount of \$16,000 and bond payment no. 2 of 20 in the amount of \$16,950 for the Police & Fire building and a new truck. Discussion ensued.

Mrs. Tanner explained the Street Department Fund total is \$6,189,321 which includes annual salary increases from 0-4% based on the employee performance evaluation; contract maintenance for the mowing contracts for the cemetery and grounds in the amount of \$11,400 and an increase to the mowing contract for grounds and maintenance in the amount of \$11,500; Equipment <\$5000 includes one (1) Echo cutoff saw - \$960; one (1) Grasshopper edger - \$1,236; one (1) Echo trimmer - \$328; Capital outlay includes one (1) Grasshopper mower - \$12,258; truck & equipment payments including one (1) backhoe loan payment no. 4 of 7 in the amount of \$17,139 and one (1) asphalt hotbox loan payment no. 4 of 5 in the amount of \$12,831; one (1) new inmate transit van loan payment no. 1 of 5 in the amount of \$11,849; and one (1) new 2026 Ford F-550 Truck with dump body loan payment no. 1 of 7 in the amount of \$13,147. Discussion ensued.

Mrs. Tanner explained the Recreation Department Fund total is \$559,157 which includes annual salary increases from 0-4% based on the employee performance evaluation; repair & maintenance including four (4) loads of red clay for fields - \$1,880; equipment – one (1) Echo edger in the amount of \$399; four (4) LED solar lights for batting cages - \$596; truck payment no. 4 of 5 in the amount of \$6,977. Discussion ensued.

Mrs. Tanner explained the Amtrak/Farmers Market Department total is \$6,620. Discussion ensued.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:17 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk