

City of Chipley
Budget Workshop
Minutes
September 15, 2025 at 2:00 p.m.

Attendees:

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

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

Absent:

Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Jimmy Cook, Water Utilities Director

Ms. Sherry Snell, City Clerk
Mrs. Jamie Richter, Finance Director
Mr. Curtis Porter, Police Captain

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 5:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Russell 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 Blount 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 Sanitation Fund is balanced at \$1,208,200, and this includes a CPI increase by Waste Management in the amount of approximately 5%. It includes annual salary increases from 0-4% based on the employee performance evaluation; 2022 Ford F-150 Truck loan payment no. 4 of 5 in the amount of \$7,575 per year. We did not cut anything from this budget. No further discussion.

Mrs. Tanner explained the Water Fund is balanced at \$956,040, which was calculated at a 3% CPI increase. It includes Mr. Lanes water budget as well as Mr. Cook's smaller water budget. It includes annual salary increases from 0-4% based on the employee performance evaluation; meter repair and replace which is the annual meter register replacements - \$29,250; one (1) 12 volt

submersible pump - \$1,753; one echo 14 inch cutoff saw - \$960; one pro-torque trimmer - \$328; Caterpillar 420XE backhoe loader 4x4 loan payment no. 2 of 7 in the amount of \$25,298; Vermeer vac excavator loan payment no. 1 of 7 in the amount of \$12,673. We did cut two trucks and two trailers from this budget. Jimmy's budget includes annual salary increases from 0-4% based on the employee performance evaluation; and debt service principal and interest bond payment no. 21 of 40 on the USDA water well bond in the amount of \$6,968. Discussion ensued.

Mrs. Tanner explained the Gas Fund is balanced at \$750,810 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 \$32,890; one (1) Echo 14" cutoff saw - \$960; four (4) gas regulators - \$2,300; six (6) connection sets – \$162; Capital Outlay includes an odorization system at the North Railroad station - \$62,990; 2022 Ford F-150 truck payment no. 4 of 5 in the amount of \$7,630; 2025 Ford F-150 truck payment no. 1 of 5 in the amount of \$8,360;. A transfer to general fund loan payment no. 10 of 10 in the amount of \$5,500. A transfer to the general fund loan payment no. 6 of 10 in the amount of \$6,000. Discussion ensued.

Mrs. Tanner explained the Sewer Fund is balanced at \$3,290,731 which 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; Davit arm for lift stations - \$4,500; sled tamp - \$2,900; two (2) weed eaters - \$1,000; one (1) computer - \$1,900; one fence for Pontiac lift station - \$5,900; one (1) trailer for main line camera - \$5,900; one (1) new loan for main line camera payment no. 1 of 7 in the amount of \$20,390; debt service principal and interest – USDA series 2022 bond issue payment no. 5 of 40 in the amount of \$74,981; FDEP SRF Loan No. WW670111 semi-annual payment No. 4 and No. 5 in the amount of \$94,300; A transfer to general fund loan payment no. 18 for the city loan for the SCADA System Improvements in the amount of \$3,750. We cut one new backhoe and one new truck from this budget. Discussion ensued.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 2:28 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk