

***City of Chipley***  
**Budget Workshop**  
**Minutes**  
**September 1, 2020 at 5:00 p.m.**

**Attendees:**

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

Mr. Tommy Sasser, Council Member  
Mr. Kevin Russell, Council Member

**Absent:**

Mr. Brett Butler, Mayor Pro-Tem

**Others Present Were:**

Mr. Dan Miner, City Administrator  
Mr. Scott Thompson, Police Chief  
Mr. Jimmy Cook, Water Utilities Director

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Guy Lane, Public Works Director

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 5:08 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Sasser and Mr. Russell led the pledge to the American Flag.
- C. **Agenda Item.**
  - 1. **Fiscal Year 2020-2021 Proposed Budget – Discussion.**

Mr. Miner explained the Water Utilities Fund is balanced. He reviewed the budget by each line item and explained specific purchases in the following accounts: Salaries – includes a 3% increase for all employees; Equipment < \$5,000 – includes one air valve actuator and one 3” pump; Capital Outlay – includes two lift station pumps, one decant actuator, blower enclosure doors, two WWTP chlorine pumps, and bar screen repairs; Truck/Equipment Payments – includes loan payment no. 3 of 7 for the 2019 Kubota Tractor and loan payment no. 1 of 3 for a new Ford F-150 Truck; Debit Service Principal and Interest – includes payment no. 23 of 40 on the USDA Sewer Improvement Bonds; SRF Debt Purchase Loan – includes semi-annual loan payment no. 22 & 23 of 60 on the FDEP Sewer Improvement Loan; and Transfer to General Fund Loan – includes loan payment no. 13 of 20 for Scada System Improvements. Mr. Miner explained the United Healthcare Insurance did increase by 6% which is not as bad as the negotiations started at which was a 12% increase. Discussion ensued.

The Council discussed the possibility of the Minimum Wage going to \$15.00 per hour and would like to look at this and see what our worse case scenario would be if it does increase. It was discussed that the increase would not be all at once, it would be an annual increase gradually

working up to \$15.00 per hour by 2026. Mr. Russell stated it might be leverage to keep employees. Discussion ensued.

The Council discussed the purchase of uniforms and asked if we have considered bulk online purchases, so each employee is dressed uniformly. Mr. Miner explained the current purchasing system for uniforms and stated we would look into this in the future. Discussion ensued.

Mr. Miner explained the Water Fund is balanced. This budget includes a small portion which is assigned to Mr. Cook for the water wells which is titled Water Utilities Department - Water. He reviewed the budget by each line item and explained specific purchases in the following accounts: Equipment < \$5,000 – includes a bolt change out at the water wells and chlorine pumps at the Roulhac Well and the Industrial Park Well; Truck Payment – includes loan payment no. 3 of 3 on the Ford F-150 Truck; and Debt Service Principal and Interest – includes payment no. 16 of 40 on the USDA Water Well Bond. Discussion ensued.

Mr. Russell asked if we have a cycle for vehicle replacement set up. Mr. Miner explained we only purchase vehicles when it is a complete necessity. In the case of Mr. Cook's department, we have added employees and no additional vehicles, so he is short vehicles. Discussion ensued.

Mr. Miner explained the rest of the Water Fund is Mr. Lane's budget and it is titled Water Department. He reviewed the budget by each line item and explained specific purchases in the following accounts: Equipment Maintenance – includes copy machine annual maintenance; Equipment < \$5,000 – includes 50 feet of hydraulic hose, a hydraulic pump head, an air compressor, two fire hydrant pressure relief valves, two fire hydrant adapters, a LED work light, a weedeater, a chainsaw and miscellaneous hand tools. Discussion ensued.

Mr. Russell asked if it is true that we cannot connect new services. Mr. Miner explained under the FDEP sewer consent order we can connect single-family residential services, but not developments that include multiple residential units; and we cannot connect new commercial business without prior approval from FDEP. Since FDEP has permitted consumption south of the interstate they are willing to review the request and possibly approve swapping out consumption for north of the interstate, but we have to get approval prior to moving forward. Discussion ensued.

The Council discussed city vehicles being driven home by employees. Mr. Lane explained the meter readers both drive trucks home and they both live here in the City, and then we have one on-call vehicle that the person on-call drives home each week. Mr. Russell stated he does not want to see city vehicles become personal vehicles. Mayor Andrews stated that no employees should have anyone in the vehicles with them due to liability. Discussion ensued.

Mayor Andrews explained we will continue with the Enterprise Funds Budget at the next Budget Workshop on Thursday, September 3, 2020 at 5:00 p.m.

The meeting was adjourned by Mayor Andrews at 6:11 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner  
Assistant City Administrator/City Clerk