

***City of Chipley***  
**Budget Workshop**  
**Minutes**  
**September 13, 2022 at 5:00 p.m.**

**Attendees:**

Ms. Tracy Andrews, Mayor  
Mr. Tommy Sasser, Council Member  
Mrs. Linda Cain, Council Member

Mr. Kevin Russell, Mayor Pro-Tem  
Mr. Brett Butler, Council Member

**Others Present Were:**

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

Mrs. Patrice Tanner, Asst. City Admin./City Clerk  
Mr. Guy Lane, Public Works Director  
Mr. Floyd Aycock, Fire Chief  
Mr. Wesley Adams, Incoming Council Member

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 Mr. Russell and Mayor Andrews also led the pledge to the American Flag.
- C. **Agenda Item.**

**1. Fiscal Year 2022-2023 Proposed Budget – Discussion.**

Mr. Miner explained the entire budget is in balance but if you consider the fact that we were unable to include the paving from the overages from the increase in the franchise fee, then we are not in balance. The Council will need to decide if increasing the pay scale or including paving in the budget is the way they would like to go with the budget, because we cannot do both. The total increase with each employee getting a minimum of \$1.50 per hour increase effective on October 3, 2022 is \$216,000 across all the funds. We will not be able to include a 3% increase at the time of their evaluation because that is an additional \$96,000 that would have to be added. Mr. Miner stated we will have to look at other possible revenues like a half cent sales tax referendum or something to be able to get the roads paved. We can also check with USDA to see if they have funding available for paving. There are not grants that just address paving. They always include another item like drainage and there are also certain requirements for these grants such as taking traffic off of a major highway and rerouting it. Mr. Miner reviewed each of the departments in the different funds and the following are the department totals: Executive - \$45,950; Administration - \$2,250,709; Police - \$1,182,977; Fire - \$255,434; Cemetery - \$225,965; Street - \$3,963,407; Recreation - \$301,150; and AmTrak/Farmers Market - \$5,620; Sanitation - \$967,500; Public Works Water - \$718,885; Water Utilities Water - \$114,115; Gas - \$560,100; and Water Utilities - \$5,141,581; for a total budget of \$15,733,393. This includes grant projects that are currently in progress. Discussion ensued.

Mr. Miner went through each department and discussed the requests of each department head and discussed the items that we already cut from their budgets. Mrs. Cain stated that she was not interested in keeping the city issued cell phone because she has had problems with it since she received it and that money can be saved each year; and Mr. Russell stated he was not interested in keeping his either. The other Council Members would like to keep their cell phones for city business. Discussion ensued.

Mr. Russell asked about getting help at the Fire Station to assist Floyd since he will be leaving soon. Mr. Miner explained that we do not have the additional budgeted positions to prepare for department heads leaving. We try to hire a couple of months prior to them leaving if possible so they can get some training in place. Discussion ensued.

Mr. Miner explained the communication tower project is pending with FEMA at this time. We had to request an amendment to the original project documents to see if we can get a free-standing tower instead of a guyed wire tower. The State has approved the request and we are now waiting for FEMA to approve it. It is a process. Mayor Andrews stated that maybe we can get Liberty Partners to assist with this request. Mr. Miner stated he will speak with them and see what they might be able to do to assist us with FEMA. Discussion ensued.

Mr. Russell asked for the Council to think about the buildings that we are renting out basically for free and we are paying the utilities, pest control, etc. I would like for the lease agreements to be reviewed and us consider what it is costing us. We cannot give raises but we are supplying buildings that cost the city to maintain to entities not affiliated with the City. This is something to consider with the Historical Society and the Chamber of Commerce buildings. Discussion ensued.

It was discussed that the building behind the Colonial Restaurant could be purchased and demolished if not too expensive and then the old fire building demolished, and all of that space could be utilized as a parking lot. Discussion ensued.

The meeting was adjourned by Mayor Andrews at 6:32 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner  
Assistant City Administrator/City Clerk