

**SNEADS TOWN COUNCIL  
BUDGET WORKSHOP/SPECIAL MEETING  
SEPTEMBER 5, 2023**

The Town Council of the Town of Sneads, Florida, met in a budget workshop/ special session at the Sneads Town Hall on Tuesday, September 5, 2023, at 5:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Donovan Weeks, George Alexander,  
Angela Locke and Anthony Money; Council Members  
Lee Garner, Town Manager  
Tyler Weeks, Police Chief  
Sherri Griffin, City Clerk  
Danielle Guy, Deputy Clerk

And the following were absent:  
Daniel Cox, Attorney

Sherri Griffin presented Council with an engagement letter from Dale Cavin, Two Seas Consulting Inc to continue services for the upcoming year. Council all agreed.

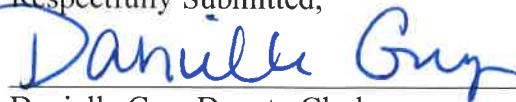
The purpose of the meeting was to discuss the budget for the fiscal year 2023-2024. Mr. Garner started out with the utility rate increases. The rates are included in the budget and must be done as stated this time last year and as stated needed by the auditor. Mr. Garner stated that the increase from the liability insurance (\$88,000+) was spread out throughout the budget.

Mr. Garner presented Council with two budget options. One with the Town doing dispatching and one with the County doing it. Mr. Garner stated that we have tried every way possible to make it work out for the town to keep dispatching, but that it would not be a financially responsible thing to do so. He stated that if we did it would put the town in the red by a total (\$258,573), whereas without only (\$154,577). He stated we would use ARPA funds to cover this but needed to find other revenues. He stated that we could add police protection to the utility bill like the fire one and that would start to bring in monies to cover some things such as the increases in officer salaries to stay competitive with other agencies. After discussion, none of the council were happy with the idea of losing all of the dispatching but understood. Everyone was going to take the budgets, look over them and bring them back to regular meeting.

Next Budget Hearing/ Special Meetings is scheduled for September 13<sup>th</sup> at 5:01pm.

Donovan Weeks made a motion to adjourn at 6:35 pm.

Respectfully Submitted,



Danielle Guy, Deputy Clerk

**APPROVED:**

---

**MIKE WEEKS, COUNCIL PRESIDENT**

# *Two Seas Consulting, Incorporated*

5098 Old Hickory Cir.  
Marianna, FL 32446

September 4, 2023

Sherri Griffin, Town Clerk  
Town of Sneads, FL 32460

Sherri,

Enclosed are two copies of an engagement letter for my services for the September 30, 2023 year end reporting.

Please have an authorized officer sign and return one copy. (e-mail OK), the other copy is for your files.

The letter is the same as last year, except that I have changed the appropriate dates.

In the event the Town is required to have a Federal, and/ or State single audit, additional time will be required to draft the report. The amount of additional time will depend on the availability of appropriate grant information provided to me.

If you have any questions, give me a call.

Dale Cavin

# *Two Seas Consulting, Incorporated*

5098 Old Hickory Cir.  
Marianna, FL 32446

September 4, 2023

Town of Sneads  
Sneads, Florida

This letter is to confirm our agreement for services to be provided by Two Seas Consulting, Incorporated (Two Seas) to the Town of Sneads (the Town).

-updating computerized fixed asset (property and equipment) data, including addition, deletions and appropriate depreciation as of September 30, 2023.

-compute annual depreciation on fixed assets using the methods and estimated useful lives as provided by the Town management.

-provide the Town management with paper and/ or electronic reports reporting fixed assets by location (cost center), group (land, buildings and improvements, equipment, etc., grant fund source, in summary and in detail).

-provide consulting services related to bookkeeping and posting problems and issues as requested by the Town management including assisting with year end accrual adjustments and notes to financial statements for the year end September 30, 2023.

All data belonging to the Town in our possession will be held confidential and not shared with outside entities, unless expressly requested by Town management, or required by law. If we are forced to disclose information as a result of legal proceedings, we will notify the Town management of the situation.

Our fees for services will be based on time required to prepare and maintain the records. Our rate for these services will be \$65.00 per hour. In the event we must incur out of pocket costs, these may be billed to the Town.

We will send an initial written request for basic and detailed data necessary to perform the above services prior to October 31, 2023. Additional requests will be submitted as is necessary. Responses to these requests must be received by Two Seas Consulting as soon as possible, but no later than February 1, 2024. We expect to complete our services no later than March 31, 2024.

If these services are agreeable, please sign and date in the location indicated below.

*Dale L. Cavin*

Dale L. Cavin, President  
Two Seas Consulting, Incorporated

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

TOWN OF SNEADS

PROPOSED RATE INCREASE for 2023

	A	B	C	D	E	F	G
1	<b>Service</b>	<b>Current</b>	<b>PROPOSED</b>				
2		<b>Rate</b>	<b>NEW RATE</b>				
3	<b>Water- Base</b>	12.60	13.00				
4	per 1,000	2.33	2.65				
5							
6	<b>Sewer- Base</b>	25.00	26.00				
7	per 1,000	2.25	2.65				
8							
9	<b>Garbage</b>	<b>Current</b>	<b>PROPOSED</b>	<b>Waste Pro</b>			
10			<b>NEW RATE</b>	<b>Rate</b>			
11	Residential- CART	20.00	22.00	19.57			
12	Residential- 2nd CART	30.00	32.00	28.33			
13	Commercial- CART	37.00	40.00	24.03			
14	Commercial- 2nd CART	53.00	57.00	36.16			
15	Commercial- 3rd CART	69.00	74.00	48.29			
16	2yd	63.00	68.00	60.52			
17	4yd	84.00	98.00	91.3			
18	6yd	126.00	130.00	115.11			
19	8yd	168.00	171.00	158.79			
20	2yd- PU- 2x- wk	126.00	136.00	116.36			
21	4yd- PU- 2x- wk	168.00	186.00	173.25			
22	6yd- PU- 2x- wk	231.00	235.00	216.2			
23	8yd- PU- 2x- wk	294.00	320.00	298.88			
24	<b>Base Bill Rates</b>						
25	Water	12.60	15.65		12.60		15.65
26	Sewer	25.00	28.65		25.00		28.65
27	Garbage	20.00	22.00		37.00		40.00
28	AC/Sanit	1.00	1.00		1.00		1.00
29	Fire	4.00	4.00		5.00		5.50
30	<b>TOTAL</b>	<b>62.60</b>	<b>71.30</b>		<b>82.10</b>		<b>91.80</b>

GENERAL FUND RECAP 2C 2023-2024

	W/O DISPATCHING	W/DISPATCHING FULLTIME
TOTAL REVENUE	\$1,604,096	\$1,604,096
EXPENSES		
ADMINISTRATIVE	\$593,517	\$593,517
POLICE	\$711,729	\$791,725
VOL FIRE DEPT	\$96,100	\$96,100
FIRE AND RESCUE	\$6,000	\$6,000
STREETS	\$141,035	\$141,035
SANITATION	\$13,200	\$13,200
HEALTH DEPT	\$12,300	\$12,300
TRF TO PARKS AND RECREATION	\$157,292	\$181,292
SNEADS PARK	\$27,500	\$27,500
TOTAL EXPENSES	<b>\$1,758,673</b>	<b>\$1,862,669</b>
OPERATING DEFICIT	(\$154,577)	(\$258,573)