

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, AUGUST 22, 2023
COMMISSION CHAMBERS - 9:10 A.M.

Mayor Penny called the meeting to order at 9:10 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, BEN THOMAS, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. ABSENT: COMMISSIONER LYNDY THOMPSON. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY CHRISTOPHER BERG, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, PUBLIC SAFETY DIRECTOR DAVID MIXSON, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Department Head Reports, ALS First Responder Agreement Amendment No. 1, and Budget.

The first topic for discussion was the Department Head Reports.

The Department Heads reviewed their reports with the Commission (attached to Minutes as Exhibit A).

Public Works Department

In response to Mayor Penny, Public Works Director Shimko reported that staff is working on updates for park regulations to address some issues of misuse. He stated that a meeting was held with the Pinellas County Sheriff's Office to ensure that any new policies would be enforceable.

Discussion ensued regarding use of City parks.

Mr. Shimko spoke regarding departmental activities including resurfacing of the tennis courts, holiday decorations, and maintenance of City facilities.

In response to Mayor Penny, Mr. Shimko reported that he has been working with Edge Marine on the proposed kayak launch. He stated that different shapes are being considered based on layout and safety recommendations. He noted that the appropriate environmental agencies will be involved in the review process because the project includes trimming mangroves.

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Mr. Shimko said that staff is working with Advanced Engineering for a grant relating to a vulnerability study. He reported that the study is required in order to get grants through the Resilient Florida Program. He reviewed funding and budgeting requirements and requested Commission approval to move forward with the grant projects.

The consensus of the Commission was to go forward with the grant processes as requested.

Finance Department

In response to Mayor Penny, Finance Director Graham reviewed bond proceeds and revenue financials. He reported that he transferred \$815,455.00 from the SBA bond fund to checking to diversify the SBA revenue bond account. He noted that the bulk of that amount was to purchase the land for the new fire station.

Mr. Graham requested Commission approval to add an item to the upcoming Regular Commission Meeting agenda to reappoint Peter Schatzel's firm as the City's auditor for fiscal year 2023. He noted that his firm can be reappointed without going through a formal request for proposals process because they have agreed not to increase their fees which are currently \$24,000. He noted that Mr. Schatzel has submitted a separate proposal to assist with the financial reporting process required for the American Rescue Plan Act (ARPA) funding.

The consensus of the Commission was to add an item to the August 29, 2023 Regular Commission Meeting agenda to reappoint Peter Schatzel's firm to audit the City's fiscal year 2023 financials.

Public Safety Department

Public Safety Director Mixson reported that WalMart requested a fire truck to be present at a grand reopening event on August 18, 2023. He stated that the store will be sending a donation check for \$750 to the South Pasadena Fire Department which he will give to the Finance Department.

Chief Mixson said that Engine 20 recently sold for \$10,000.

Chief Mixson spoke regarding departmental activities including hiring processes, new inspection software implementation and usage, public education and training events, reliability reports, the HMGP City Hall grant application, and derelict boat

complaints.

In response to Commissioner Neidinger, City Clerk Lewis stated that an item is scheduled for the September 5, 2023 Administrative Workshop agenda to discuss boat pump out requirements.

Discussion ensued regarding derelict boats.

Chief Mixson continued to review his report and discussed construction of the new fire station and storm activity.

Chief Mixson requested permission to discuss the ALS First Responder Agreement Amendment No. 1 agenda item at this time.

Mayor Penny suspended the rules of procedure to take the agenda items out of order to discuss ALS First Responder Agreement Amendment No. 1.

Chief Mixson spoke regarding the ALS First Responder Agreement process with Pinellas County. He stated that Pinellas County provides funding to the City for Rescue 20 with an increase cap of 3% each year. He further stated that staffing and increased costs made it difficult to keep annual increases below 3%. He reported that the increase submitted to Pinellas County was for 10.8% which they approved. He explained that this year's amendment also includes changes related to a traffic preemption system and CJIS background checks for fire department employees. He stated that the countywide dispatch system will soon show police information for calls which requires additional clearance for firefighters. He said this could create staffing issues if current employees do not pass the background check because they would not be able to use the dispatch system.

Discussion ensued regarding software changes and additional CJIS background checks for firefighters.

Community Improvement Department

In response to Mayor Penny, Community Improvement Director Sullivan reported that the new Forerunner floodplain program should be active on the City website soon.

Ms. Sullivan spoke regarding departmental activities including local development projects, software implementation, and new business activity.

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Ms. Sullivan reported that there is a contractor with more than 70 open permits with the City. She stated that the contractor has been reported to the Pinellas County Construction Licensing Board (PCCLB). She noted that she believes several other cities have the same problem with the same contractor.

Administration Department

City Clerk Lewis reported that the boat parade has been tentatively scheduled for Friday, December 8th. She said that if there are no conflicts from the Commission, staff will begin putting out save the date information.

City Clerk Lewis spoke regarding a request from Pinellas County for a letter in support of funding distribution under the Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program. She stated that Pinellas County submits this request each year and requested approval for Mayor Penny to sign the sample letter they provided.

The consensus of the Commission was for Mayor Penny to sign the requested JAG letter.

City Clerk Lewis spoke regarding employee health insurance. She reported that the increase for next fiscal came in at 15% which was higher than what was budgeted. She noted that the City has received lower than anticipated increases in recent years and this year's increase appears to be in line with what is happening in the insurance industry overall. She stated that the City has a good health insurance plan that has been a desirable benefit to employees and requested Commission approval to renew with the same policy.

The consensus of the City Commission was to renew the existing employee health insurance plan.

City Clerk Lewis spoke regarding parental leave policies for bargaining unit employees in the Public Safety Department. She explained that the current policy requires union employees to take parental leave immediately upon the birth or adoption of a child but general employees are given a window of time that parental leave can be used. She requested Commission approval to add a memorandum of understanding (MOU) to the upcoming Regular Commission Meeting agenda to give bargaining unit employees the same window of time to use parental leave as what is currently available to general employees.

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The consensus of the Commission was to add an item to the August 29, 2023 Regular Commission Meeting agenda addressing the terms of parental leave for bargaining unit employees.

City Clerk Lewis reported that the previously proposed Rays/Sunrunner event has been delayed until the next baseball season due to scheduling issues.

City Clerk Lewis reported that the Tampa Bay Beaches Chamber of Commerce (TBBCC) has requested use of Hibiscus Hall for planning meetings. She noted that the City is a member of the Chamber.

The consensus of the Commission was to allow the TBBCC to use Hibiscus Hall for meetings.

In response to Mayor Penny, City Clerk Lewis spoke regarding the City's newsletter. She stated that staff would like to transition to an electronic newsletter in coordination with the City's website redesign. She further stated that having an electronic newsletter will reduce use of paper and allow for the distribution of more up to date information.

Discussion ensued regarding the City newsletter.

City Clerk Lewis spoke regarding departmental activities including the development of a YouTube channel and Chambers A/V updates.

The next topic for discussion was Budget.

Mr. Graham spoke regarding the FY 2024 budget and reviewed a handout (attached to Minutes as Exhibit B). He stated that the budget has been updated to address three recent changes. He reported that he had budgeted 8.5% for employee health insurance but it came in at 15%. He further reported that he had budgeted 23% for general insurance but it came in at 17%. He said that the last change was to address increased sewer rates which came in at 5%. He explained that the Commission had previously directed him to balance the fund which would require a 16.6% sewer fee increase.

Discussion ensued regarding sewer fees.

In response to Mayor Penny, Mr. Graham stated that an item increasing sewer fees will come before the Commission this fall.

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Commissioner Neidinger spoke regarding the recent grand reopening event at WalMart. She announced that the Pinellas County Sheriff's Office is recruiting and they are trying to spread the word.

There being no further discussion, the meeting was adjourned at 10:28 A.M.

Thomas Reid

Thomas Reid, Vice Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
08-22.23a

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