

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 4, 2024
COMMISSION CHAMBERS - 9:06 A.M.

Mayor Penny called the meeting to order at 9:06 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

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

The topics scheduled for discussion were Department Head Reports and Budget.

The first topic for discussion was Department Head Reports.

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

Public Safety Department

Public Safety Director Mixson reported departmental activities including Deputy Chief Culverhouse's retirement, fire inspections, response times, construction of the new fire station, and hurricane season preparedness.

Community Improvement Department

Community Improvement Director Sullivan spoke regarding departmental activities including local development and construction projects.

Ms. Sullivan reported on local condominium milestone inspections. She noted that a property that had been in violation has completed their shoring process and are planning for structural repairs.

Public Works Department

Public Works Director Shimko spoke regarding the Huffman Way dock. He reported that the City does not own the property that the dock sits on. He stated that the dock is in need of repairs

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or removal but the submerged land is owned by Sun Island Association. He requested Commission direction for how to move forward with the dock.

City Attorney Mandell recommended that the dock be blocked off for safety and that the property owner be notified that the dock is a hazard and needs to be removed. She noted that the abatement process could be utilized if needed.

Discussion ensued regarding the Huffman Way dock.

The consensus of the Commission was to block off the Huffman Way dock and to notify the property owner that the dock is a hazard and needs to be addressed.

Administration Department

City Clerk Lewis spoke regarding the Station 20 grand opening event. She questioned the Commission for availability in October in order to hold the event in conjunction with Fire Prevention Week.

The consensus of the Commission was to schedule the Station 20 grand opening event for Saturday, October 12th.

City Clerk Lewis spoke regarding departmental activities including financial disclosure filings, the Florida League of Cities annual conference, and upcoming City meetings.

Finance Department

Finance Director Graham spoke regarding departmental activities including check cutting processes and ad valorem tax collections.

The next topic for discussion was Budget.

Mr. Graham spoke regarding preliminary budget estimates and reviewed a handout (attached to Minutes as Exhibit B). He discussed the City's taxable values and preliminary estimated millage options.

Mr. Graham spoke regarding Consumer Price Index (CPI) statistics and reviewed a handout (attached to Minutes as Exhibit C). He reported that he is budgeting a 4% cost of living adjustment (COLA) for general employees and collective bargaining unit employees. He further stated that he is projecting an 11%

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increase for employee health insurance. He noted that there will be an insurance increase related to the new fire station.

Mr. Graham spoke regarding the Capital Budget and reviewed a handout (attached to Minutes as Exhibit D). He noted that the budget includes revenues from the sale of the old Station 20 property.

Discussion ensued regarding the future of the old Station 20.

Mr. Graham discussed estimated revenues and capital expenditures including Penny for Pinellas collections, grant funds, and interest revenue.

In response to Mayor Penny, City Clerk Lewis spoke regarding beautification projects and murals. She questioned if the City Commission would like to utilize Visioning funds to pursue additional murals in the next fiscal year.

Discussion ensued regarding beautification projects.

The consensus of the Commission was for staff to pursue additional murals in FY2025.

Mr. Graham spoke regarding the Five Year Capital Improvement Plan and reviewed a handbook (attached to Minutes as Exhibit E). He discussed expected revenues and capital expenses for the Administration and Finance Departments.

Discussion ensued regarding the replacement of Commission and staff tablets and computers.

- Computers/Printers/Software
 - FY24/25 Increased from \$19,270 to \$25,170
 - FY25/26 Decreased from \$14,100 to \$8,200
- Chambers Equip - Laptop Upgrades/Tablets
 - \$14,740 moved from FY25/26 to FY24/25

Chief Mixson spoke regarding proposed capital expenditures for the Public Safety Department (included in Exhibit E).

Discussion ensued regarding equipment moving from the old fire station to the new fire station.

- Office Equipment - Photocopier
 - \$9,000 moved from FY24/25 to FY25/26

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Chief Mixson spoke regarding Public Safety Department vehicles. He reported that the wait time for fire trucks is approximately four years. He stated that the next truck may need to be ordered early to accommodate lengthy lead times.

Community Improvement Director Sullivan spoke regarding proposed capital expenditures for the Community Improvement Department (included in Exhibit E). She noted that she has pushed back the purchase of new vehicles for her department. She noted that the vehicles begin to deteriorate before they reach high millage.

Vice Mayor Reid suggested that the City consider leasing vehicles instead of purchasing them.

Mayor Penny suggested that carports be considered to protect City vehicles.

Discussion ensued regarding the purchase and storage of City vehicles.

The consensus of the Commission was to pursue quotes for carports at City Hall and the City Hall Annex.

Ms. Sullivan reported that there is \$9,000 in her capital budget for the purchase of a plan review touchscreen monitor.

Chief Mixson requested funds be added to the Public Safety capital budget to purchase the same plan review monitor to facilitate electronic plan review.

Ms. Sullivan stated that she is requesting a second plan review monitor based on other budget requests she will be presenting.

Discussion ensued regarding the purchase of plan review monitors for the Public Safety and Community Improvement Departments.

Public Safety:

- Computer & Peripherals
 - \$9,000 added to FY24/25

Community Improvement:

- Computers/Printers/Software
 - FY24/25 Increased from \$13,500 to \$22,500

Mr. Shimko spoke regarding proposed capital expenditures for the Public Works Department (included in Exhibit E).

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Discussion ensued with respect to the use of the Mural Program funds.

- Mural Program
 - \$50,000 moved from FY28/29 to FY26/27

Mr. Shimko spoke regarding the Bay View Park pavilion. He reported that proposals with pricing are due on June 12th and suggested that budgetary decisions for the project be discussed after that date.

Discussion ensued regarding park projects.

Mr. Graham spoke regarding the Community Improvement Department operating budget and reviewed a handout (attached to Minutes as Exhibit F).

Ms. Sullivan spoke regarding the Community Improvement Department operation budget. She discussed staffing needs, consulting services, and planning projects. She requested approval to hire an on-staff planner rather than relying heavily on outside consultants.

City Attorney Mandell stated that the City Code is in need of significant updates. She further stated that having a planner on staff would help with City Code amendments.

In response to Mayor Penny, Ms. Sullivan spoke regarding Community Improvement Department salary and consulting expenses. She explained that salary expenses for current positions are expected to decrease due to staffing transitions and consulting expenses should also decrease if there is a planner on staff. She proposed that the position be compensated using the same pay scale as the existing building inspector position.

Discussion ensued regarding the creation of an on-staff planner position.

The consensus of the Commission was to create a planner position and to fill the position in the current fiscal year if possible.

There being no further discussion, the meeting was adjourned at 11:10 A.M.

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Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-04.24a

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TO VIEW ORIGINAL SIGNED MINUTES,
PLEASE CONTACT THE CITY CLERK'S OFFICE.**