

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 11, 2024
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:04 A.M. All participated in the pledge to the flag.

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 AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topic scheduled for discussion was Budget.

Finance Director Graham spoke regarding changes to the proposed Capital Budget from the previous Administrative Workshop and reviewed two handouts (attached to Minutes as Exhibit A and Exhibit B).

Mr. Graham spoke regarding the Legislative operating budget and reviewed a handout (attached to Minutes as Exhibit C). He stated that he budgeted a 4% COLA for Commission salaries which is the same as the proposed COLA for general employees. He reviewed historical costs for outside legal expenses.

In response to Mr. Graham, City Attorney Mandell spoke regarding rates for legal services. She stated that her firm's rates have not been increased for many years and are significantly lower than current standards for governmental entities. She proposed increasing the retainer from \$3,500 to \$5,000 per month and the hourly rate for non-retainer items from \$195 to \$225. She noted that her firm would understand if the City would like to go through an RFP process.

Discussion ensued regarding legal services expenses.

The consensus of the Commission was to move forward with renewing the City's contract with GrayRobinson with the proposed rate increases.

Mr. Graham continued to review the proposed Legislative operating budget (Exhibit C). He noted that he increased the budget for memberships based on the current year's expenses. He noted that if the cost of the City's dolphin statue was paid as a membership

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expense in the current fiscal year it can be reclassified and corrected.

Discussion ensued regarding Commission membership expenses.

- Books, Dues, Memberships
 - Decreased from \$7,200 to \$6,000

Mr. Graham spoke regarding law enforcement expenses and reviewed a handout (attached to Minutes as Exhibit D). He discussed the proposed increase from the Pinellas County Sheriff's Office and traffic assistance for the Block Party.

- County Sheriff Contract
 - Increased from \$1,067,520 to \$1,068,020

Mr. Graham spoke regarding the Public Safety Department operating budget and reviewed a handout (attached to Minutes as Exhibit E). He discussed estimated expenses including retirement contingencies, pensions, and insurance.

In response to Mr. Graham, Public Safety Director Mixson spoke regarding overtime spending trends. He reported that his staff had two long-term injuries that created overtime this year but he considers those to be isolated occurrences and not an indication of overtime rates going forward.

Discussion ensued regarding overtime expenses.

- Overtime
 - Decreased from \$112,500 to \$110,000

Mr. Graham spoke regarding the Emergency Medical Services operating budget and reviewed a handout (attached to Minutes as Exhibit F). He discussed salaries, staffing, and pension expenses.

Mr. Graham spoke regarding the Public Works Department operating budget and reviewed a handout (attached to Minutes as Exhibit G). He discussed insurance, salaries, and consulting expenses.

In response to Vice Mayor Neidinger, City Clerk Lewis spoke regarding IT services and expenses. She stated that staff is in the process of reviewing options for either an RFP process or piggybacking off of another government contract. She noted that the City would likely need consulting help even if there was an IT person on staff.

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Discussion ensued regarding IT services.

Mr. Graham continued reviewing the proposed operating budget for the Public Works Department (Exhibit G).

City Attorney Mandell spoke regarding the filing of financial disclosures. She reported that a lawsuit was filed relating to the regulatory changes requiring elected municipal officials to file Form 6 forms instead of Form 1 forms. She stated that a temporary statewide injunction was filed blocking enforcement for the failure to file a Form 6. She said that those who have not filed may wish to wait to see if more guidance is published prior to the filing deadline. She noted she would draft a memorandum on the issue.

There being no further discussion, the meeting was adjourned at 10:05 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-11.24a

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