

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 18, 2024  
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:10 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS BEN THOMAS, LYNDY THOMPSON, THOMAS REID, VICE MAYOR GAIL NEIDINGER AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY JULIA MANDELL, CITY 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 2024 Florida League of Cities Annual Conference Voting Delegate, 2024 Emergency Action Guide Review, Budget, and HCA Florida Pasadena Hospital Update with CEO Brent Burish.

The first topic for discussion was 2024 Florida League of Cities Annual Conference Voting Delegate.

Mayor Penny stated he will be going to the conference and that he would like to serve as the voting delegate.

The consensus of the Commission was to pursue appointing Mayor Penny as the City's voting delegate at the 2024 Florida League of Cities Annual Conference.

The next topic for discussion was 2024 Emergency Action Guide Review.

Public Safety Director Mixson spoke regarding the 2024 Emergency Action Guide. He reported that only minor changes were made, including correcting dates for the current year and updates for contact information as appropriate.

In response to Mayor Penny, Chief Mixson stated an index could be added to the front of the guide.

The next topic of discussion was Budget.

Finance Director Graham spoke regarding the Capital Improvement Fund. He reported that three bids were submitted for the Bay View Park Pavilion project with the low bid being \$894,860. He said that \$800,000 was budgeted for the project.

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Public Works Director Shimko stated that the project is being reviewed to see if the cost can be reduced.

Discussion ensued regarding the Bay View Park pavilion.

The consensus of the Commission was to move forward with the lowest bid and to adjust the project's budget to \$900,000.

In response to Mayor Penny, Mr. Shimko stated that he expects to get quotes for carports for City vehicles this week.

Mr. Graham spoke regarding the Legislative operating budget and reviewed a handout (attached to Minutes as Exhibit A). He reported that adjustments were made because of additional costs related to the City's Spectrum channel.

City Clerk Lewis spoke regarding the City's A/V system and government channel. She reported that the City does not currently play for its government channel but new cabling and equipment is needed, which would incur installation fees and a monthly expense.

The consensus of the Commission was to move forward with updating the City's Spectrum equipment as part of the Chambers A/V system upgrade.

Mr. Graham continued to review the proposed Legislative operating budget (Exhibit A). He noted that consulting services were increased to cover services being provided by Forward Pinellas.

City Clerk Lewis stated that the Commission had requested that Forward Pinellas be brought in to help pursue regulatory changes that promote redevelopment. She noted that their estimated fee is \$6,000 but if the Commission chooses not to utilize their services the fee can be removed from the budget.

Discussion ensued regarding planning services and local development.

Mayor Penny spoke regarding the replacement of benches. He suggested adding a bench in the Huffman Way mini park that can be used for a plaque that had been offered to a neighboring family in memory of a deceased resident. He spoke in favor of pursuing more benches to ensure that all City benches match.

Discussion ensued regarding City benches and memorial plaques.

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Mr. Shimko stated that he would get a count to determine how many green benches are left to be replaced.

Mr. Graham spoke regarding the Finance and Administration Departments operating budgets and reviewed a handout (attached to Minutes as Exhibit B).

City Clerk Lewis spoke regarding the creation of a marketing position. She reported that marketing functions are currently being managed by the Department Heads who do not have the time or resources to appropriately promote the City. She stated that having a marketing person on staff would be able to assist all departments in the promotion of events, utilization of social media, and enhancement of public education.

Commissioner Reid questioned if an assistant marketing position is needed in addition to a marketing person.

Discussion ensued regarding the creation of marketing positions.

The consensus of the Commission was to budget for a marketing position and an assistant marketing position for FY2025.

Mr. Graham continued to review the Finance and Administration operating budget (Exhibit B). He discussed salary changes due to staffing adjustments and consulting expenses.

City Clerk Lewis spoke regarding IT services. She stated that she is working with another municipality to pursue IT consulting services. She explained that funds were added to the budget as a consulting expense for the anticipated change in IT services.

Mr. Graham reported that the budget for the replacement of City servers was increased to \$50,000.

Discussion ensued regarding IT services and equipment replacements.

Mr. Graham continued to review the Finance and Administration operating budget (Exhibit B). He spoke regarding auditing services and consulting allocations.

Mr. Graham spoke regarding the Special Activities operating budget and reviewed a handout (attached to Minutes as Exhibit C). He discussed library card rebates, event expenditures, and stipends for the South Pasadena Community Band.

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In response to Mr. Graham, Mayor Penny suggested increasing the band's stipend to \$1,500.

- South Pasadena Comm. Band
  - Increased from \$1,000 to \$1,500

Mr. Graham continued to review the Special Activities operating budget (Exhibit C). He spoke regarding City events including Artspring, the Block Party, and the employee holiday party.

Mayor Penny suggested holding an employee holiday event and giving staff holiday gift cards rather than choosing one or the other.

The consensus of the Commission was to budget to both hold an employee holiday party and to give holiday gift cards in appreciation of staff.

- Employees Holiday Party
  - Increased from \$3,300 to \$6,600

Mr. Graham continued to review the Special Activities operating budget (Exhibit C). He discussed volunteer appreciation efforts, the boat parade, and contributions to local organizations.

Mayor Penny spoke in favor of leaving the boat parade prizes the same as last year.

City Clerk Lewis spoke regarding plans for the boat parade.

The consensus of the Commission was to budget for the same boat parade prizes as last year and to tentatively plan for the event to be held on December 13<sup>th</sup>.

In response to Vice Mayor Neidinger, City Clerk Lewis stated that staff is proposing holding the Station 20 grand opening event in place of an open house event. She noted that the open house event would return in 2026.

Mayor Penny suggested increasing the City's contribution to Neighborly Care Network.

Discussion ensued regarding increasing the City's contribution to Neighborly Care Network.

- Senior Services
  - Increased from \$2,500 to \$5,000

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At this time, Mayor Penny suspended the rules of procedure to take the agenda items out of order.

The next topic for discussion was HCA Florida Pasadena Hospital Update with CEO Brent Burish.

Brent Burish, HCA Florida Pasadena Hospital, spoke regarding local HCA initiatives and reviewed a PowerPoint presentation (attached to Minutes as Exhibit D).

At this time, discussion of the Budget agenda item resumed.

Mr. Graham spoke regarding General Fund revenues and reviewed a handout (attached to Minutes as Exhibit E). He reported that he is projecting a surplus for the current year. He stated that he does not recommend lowering the millage due to increasing expenditures. He recommended transferring interest funds from utility tax interest to cover the annual bond interest payment for FY2025.

Discussion ensued regarding General Fund revenues.

Mr. Graham spoke regarding the annual audit process. He reported that he does not think he will make the State's deadline of June 30<sup>th</sup> because of personnel issues.

City Clerk Lewis questioned if the Administrative Workshop tentatively scheduled for June 20<sup>th</sup> should be canceled.

The consensus of the Commission was to cancel the June 20, 2024 Administrative Workshop.

There being no further discussion, the meeting was adjourned at 10:33 A.M.

*Arthur Penny*

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Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

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Carley Lewis, City Clerk  
06-18.24a

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