

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 25, 2024  
COMMISSION CHAMBERS - 9:09 A.M.

Mayor Penny called the meeting to order at 9:09 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, 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 Commercial Corridor Regulations with Forward Pinellas and Budget.

The first topic for discussion was Commercial Corridor Regulations with Forward Pinellas.

Rodney Chatman, Forward Pinellas, spoke regarding local development regulations and redevelopment efforts countywide. He stated that Forward Pinellas has worked with the City in the past to provide technical planning assistance.

Nousheen Rahman, Forward Pinellas, spoke regarding development regulations along Pasadena Avenue and reviewed a PowerPoint presentation (attached to Minutes as Exhibit A). She spoke regarding a proposed scope of work and project schedule to evaluate and update City regulations to promote redevelopment. She noted that the project fee is approximately \$6,000.

Discussion ensued regarding local development regulations.

The consensus of the Commission was to move forward with the special planning project agreement with Forward Pinellas and to add it to the July 1, 2024 Regular Commission Meeting agenda.

The next topic scheduled for discussion was Budget.

Finance Director Graham spoke regarding changes made to the General Fund budget in previous Administrative Workshops and reviewed a handout (attached to Minutes as Exhibit B).

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Mr. Graham spoke regarding changes made to the Capital Improvement Fund budget in previous Administrative Workshops and reviewed a handout (attached to Minutes as Exhibit C). He noted that he added funds for furniture and computers for the previously approved new positions.

In response to Mayor Penny, City Clerk Lewis stated that staff is evaluating where the previously approved new positions would be located within City facilities.

Mr. Graham continued to review changes made to the Capital Improvement Fund (Exhibit C). He reported that a quote to install carports at City Hall and the City Hall Annex Building came in at \$45,000.

Mr. Graham spoke regarding changes to the Finance and Administration Departments operating budget and reviewed a handout (attached to Minutes as Exhibit D). He reviewed the salary changes in response to the newly approved marketing positions.

Mr. Graham spoke regarding the Sewer Fund budget and reviewed a handout (attached to Minutes as Exhibit E). He discussed usage projections and recommended a 5.5% increase in fees to balance the fund.

The consensus of the Commission was to move forward with a 5.5% increase in sewer fees.

Mr. Graham spoke regarding the Reclaimed Water Fund budget and reviewed a handout (attached to Minutes as Exhibit F). He reported that usage trends are inconsistent but he is recommending a 6% increase in fees. He discussed reclaimed water processing fees assessed by the City of St. Petersburg and noted that the Commission has been increasing the City's fees to cover the increases.

Discussion ensued regarding reclaimed water usage and fees.

The consensus of the Commission was to move forward with a 6% increase in reclaimed water fees.

Mr. Graham spoke regarding millage rate options for FY2025 and reviewed a handout (attached to Minutes as Exhibit G). He reported that he projects the City will have approximately 8 months of operating expenses in reserves at the end of 2024. He recommended working toward maintaining approximately 12 months in

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reserves. He noted that a millage rate of 5.3681 would add one month of operating expenses to reserves.

Discussion ensued regarding City reserves and millage rate options.

The consensus of the Commission was to move forward with a tentative proposed millage rate of 5.1750 to be formally voted on at the July 1, 2024 Regular Commission Meeting. The Commission further agreed to cancel the June 27, 2024 Administrative Workshop.

There being no further discussion, the meeting was adjourned at 10:30 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
06-25.24a

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