

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 20, 2023
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:02 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, BEN THOMAS, LYNDIA THOMPSON, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. 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 Rays/SunRunner Joint Event and Budget.

The first topic for discussion was Rays/SunRunner Joint Event.

Vice Mayor Reid informed the Commission that he had spoken with the President of the Rays, Brian Auld, regarding organizing a South Pasadena appreciation day at a Rays game in coordination with the SunRunner. He stated that South Pasadena is the only city that has a SunRunner route all the way through. He further stated that he believes a group rate would be available for tickets. He suggested trying to hold the event on July 22nd.

City Clerk Lewis said that staff hopes that the event could be a partnership with both the SunRunner and the Rays to make an event that would be easy for residents to attend.

The consensus of the Commission was to pursue planning an event with the Rays utilizing the SunRunner.

In response to Commissioner Neidinger, City Clerk Lewis reported on upcoming community meetings for the mural project.

Finance Director Graham asked for Commission approval to pay a budgeted \$1,000 stipend to the South Pasadena Community Band.

The consensus of the Commission was to pay the stipend as requested.

Mr. Graham spoke regarding the Finance and Administration Departments operating budgets and reviewed a handout (attached

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to Minutes as Exhibit A). He discussed bank charges, actuarial reports, and audit fees. He reported that salary expenses have been adjusted to account for the new position being shared between the Finance and Community Improvement Departments. He noted that expenses for Tyler Technologies software is also shared between those two departments.

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

Community Improvement Director Sullivan spoke regarding Community Improvement Department operating expenses. She discussed consultant services, and software upgrades and implementation.

Ms. Sullivan spoke regarding EnerGov software. She reported that the implementation work is ongoing and the vendor is asking for funding for more hours in order to finish the setup. She said that hours are needed in order to configure all the processes that the department needs for different activities. She requested an additional \$21,000 for the project.

Mr. Graham noted that a budget amendment will be needed to address overages for the project since the original contract was lower.

Discussion ensued regarding the costs and implementation of EnerGov software.

The consensus of the Commission was to approve the additional funds to complete the EnerGov software implementation.

Mr. Graham spoke regarding the Public Works Department operating budget and reviewed a handout (attached to Minutes as Exhibit C). He reported that salary expenses increased because of a new hire.

Public Works Director Shimko spoke regarding the Public Works Department expenses. He said that more holiday lights have been ordered and decorations will be added to City Hall and the Annex Building. He reported that an estimate to update the playground came in at \$93,000 which includes \$41,000 to redo the entire flooring mat. He stated that he will get pricing to repair the areas of the mat that need it rather than replacing the entire thing and will bring the quotes back to the Commission.

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Discussion ensued regarding repairs and updates to the playground and pavilion.

Mr. Shimko spoke regarding the elevator at the City Hall Annex. He reported that the elevator currently runs well but the control board is obsolete. He stated that the cost to replace it is \$19,000 and suggested adding the expense to the five year plan.

The consensus of the Commission was to add \$22,000 for elevator repairs to FY2027 in the five year plan.

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

Mr. Graham stated that the Commission may need to consider increasing sewer fees. He said he will analyze the financials for discussion at a future meeting.

Mr. Graham reported that the General Fund is currently showing a surplus. He recommended using the excess to increase reserves and maintaining the existing millage. He noted that the future operating costs for the new fire station are unknown and the City will now also have to cover the financing payments.

City Clerk Lewis questioned if the June 22nd Administration Workshop should be canceled.

Mr. Graham recommended canceling the June 22nd Administrative Workshop.

The consensus of the Commission was to cancel the June 22, 2023 Administrative Workshop.

There being no further discussion, the meeting was adjourned at 10:00 A.M.



Arthur Penny, Mayor

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ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-20.23a

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