

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, APRIL 15, 2025  
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:03 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALEES, LYNDIA THOMPSON, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY KRISTEN GRAY, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC SAFETY DIRECTOR DAVID MIXSON, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Sunshine Law Review, Community Improvement Department Vehicle Request and Community Improvement Department Staffing.

The first topic for discussion was Sunshine Law Review.

City Attorney Gray spoke regarding the Sunshine Law. She discussed communication restrictions for elected officials, ethics training requirements, and public records.

Mayor Penny spoke regarding Commission communication with staff. He stated that City staff cannot tell members of the Commission what other members of the Commission have discussed with them if it relates to items that could come before them.

Discussion ensued regarding Sunshine Law restrictions and ethics training.

The next topic for discussion was the Community Improvement Department (CID) Vehicle Request.

City Clerk Lewis reported that a CID vehicle is in need of approximately \$8,000 in repairs. She stated that the car is budgeted to be replaced in the next fiscal year so a budget amendment would be necessary to purchase a vehicle in the current year. She further stated that staff has located a pickup truck available for immediate purchase at a cost of approximately \$25,000 with the current vehicle traded in. She noted that approximately \$46,000 was budgeted to purchase a vehicle next year.

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The consensus of the Commission was to move forward with purchasing the vehicle for the Community Improvement Department.

The next topic for discussion was the Community Improvement Department Staffing.

City Clerk Lewis spoke regarding Community Improvement Department staffing. She reported that the staffing assistance provided by the state in response to Hurricane Helene and Hurricane Milton has ended. She stated that the temporary employee that had been provided has been kept on at the City's expense but the hourly rate is \$80 per hour. She requested approval to hire a temporary employee through the end of the next fiscal year in the same pay scale as Maintenance I. She noted that hiring an employee would be significantly cheaper than maintaining an outside temp.

Discussion ensued regarding Community Improvement Department workloads and staffing.

The consensus of the Commission was to approve hiring a temporary employee to assist the Community Improvement Department through September 2026.

City Clerk Lewis spoke regarding Employee Handbook policies related to the employment of relatives. She stated that the handbook currently prohibits staff from being employed in positions where they could supervise a relative. She further stated it also prohibits relatives from being employed within the same department. She reported that it has been difficult to hire quality employees and prohibiting related employees within the same department may be unnecessarily restrictive. She noted that there is an ongoing hiring process that would be affected by this policy and requested approval to pursue amending the handbook.

The consensus of the Commission was to amend the Employee Handbook to remove the prohibition of related employees working within the same department.

In response to Commissioner Neidinger, Finance Director Graham spoke regarding City financials and distributed a handout (attached to Minutes as Exhibit A). He discussed hurricane expenditures, insurance estimates, and City reserves.

Discussion ensued regarding hurricane expenses.

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Mr. Graham reported that he is planning to present a budget amendment to the Commission and distributed a handout (attached to Minutes as Exhibit B). He stated that the budget amendment addresses unexpected expenses, and decreases revenue that had been budgeted for the sale of the old fire station property since the Commission has not decided to sell it. He noted that he will likely draft an additional budget amendment in the future to address ongoing hurricane expenses.

In response to Mr. Graham, City Clerk Lewis requested that funds budgeted for a boat parade not be removed.

There being no further discussion, the meeting was adjourned at 9:35 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
04-15.25a

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