

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 3, 2025
COMMISSION CHAMBERS - 9:07 A.M.

Mayor Penny called the meeting to order at 9:07 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

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 topic scheduled for discussion was Budget.

Finance Director Graham spoke regarding the ongoing audit process. He reported that the auditor has requested an additional \$15,000 to prepare three reports that they believe are not included in the audit contract. He said that the amount was reduced to \$13,500 after some discussions with staff. He explained that the City's previous auditor had performed these tasks but the current auditor believes the reports are not part of a standard audit. He noted that the firm has offered to train City staff on the preparation of the reports so that the tasks can be performed internally in the future but there is not time for staff to learn the process in time for the current audit.

Discussion ensued regarding audit services and fees.

The consensus of the Commission was to approve the addendum with the auditor at a cost of \$13,500 for the completion of the three additional reporting tasks.

Mr. Graham spoke regarding overtime expenses for the Finance Department. He stated that additional hours may be needed in order to complete the budget and audit process by the established deadlines. He requested an additional \$3,800 for extra hours for three employees or \$2,900 for extra hours for two employees.

Discussion ensued regarding overtime and Finance Department projects.

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 3, 2025 - 9:07 A.M.

The consensus of the Commission was to approve additional overtime for the Finance Department not to exceed \$3,800.

Mr. Graham spoke regarding preliminary taxable values and reviewed a handout (attached to Minutes as Exhibit A). He reported that taxable values are estimated to decrease approximately 4%.

Mr. Graham spoke regarding the FY2026 Five-Year Capital Improvement Plan and reviewed a handout (attached to Minutes as Exhibit B). He reviewed budgeted revenues and capital expenses for all departments.

City Clerk Lewis informed the Commission that Microsoft will no longer support Windows 10 starting this fall. She explained that the City typically staggers the replacement of computers so that a reasonable number are replaced each year. She noted that if a computer is budgeted to be replaced but is functioning well, staff will often roll the replacement forward. She said that a large number of the City's computers will need to be replaced this year because they are not capable of being updated to Windows 11.

Mr. Graham suggested using funds budgeted for upgrading the Chambers A/V system in order to replace the computers that need to be replaced.

Discussion ensued regarding computer upgrades.

Public Safety Director Mixson spoke regarding proposed capital expenditures for the Public Safety Department (included in Exhibit B). He discussed radio replacements and satellite internet equipment.

In response to Chief Mixson, Mr. Graham stated that he believes the Public Safety Department has funds budgeted for computers in the current year which could take place as part of the larger computer order discussed previously.

In response to Commissioner McAlees, Mr. Graham spoke regarding the debt service for Fire Station 20 and revenue sources for capital projects. He explained that the City's cash is decreasing and future purchases may need to be financed if cash is not addressed.

Mr. Graham spoke regarding proposed capital expenditures for the Community Improvement Department (included in Exhibit B).

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 3, 2025 - 9:07 A.M.

In response to Mayor Penny, Mr. Graham spoke regarding vehicles. He said Community Improvement Director Sullivan would like to add a third vehicle to her department for use by the Planner position.

Discussion ensued regarding vehicles for the Community Improvement Department.

The consensus of the Commission was to consider lowering the FY2025 vehicle budget from \$45,000 to \$35,000 after consultation with Ms. Sullivan when she is back from her conference.

Public Works Director Shimko spoke regarding proposed capital expenditures for the Public Works Department (included in Exhibit B). He suggested that certain City Hall expenditures be moved forward because the City is still deciding how to address the damage sustained during the last storm season.

- City Hall Carpeting
 - \$23,500 moved from FY2026 to FY2027
- CH Electric Upgrade
 - \$10,000 moved from FY2026 to FY2027

Discussion ensued regarding storm damage to City facilities and future budgetary concerns related to repairs and reconstruction.

In response to Mr. Graham, City Clerk Lewis explained that the Forward Pinellas redevelopment study was paused due to the active storm season. She stated that staff wants to be sensitive to the needs of the community after so much damage was sustained.

Mr. Shimko spoke regarding grant revenues expected following the completion of the stormwater vulnerability study and the pavilion project. He reviewed ongoing capital projects.

Mr. Graham spoke regarding revenues for capital projects and reviewed a handout (attached to Minutes as Exhibit C).

In response to Mayor Penny, Mr. Graham spoke regarding revenues and transfers from the General Fund. He explained that he is planning for the following transfers which would need to be reflected in the budget:

- General Fund -
- \$60,000 move to Sewer Fund
 - \$617,000 move to Capital Fund

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 3, 2025 - 9:07 A.M.

Mr. Graham continued to speak regarding the City's revenues, including grant money interest and transfers from the General Fund to cover non-infrastructure items.

Mayor Penny spoke regarding property tax values. He stated legislative changes requiring increased reserves for condominiums is believed to be decreasing property values.

Discussion ensued regarding property values and tax revenue.

There being no further discussion, the meeting was adjourned at 10:42 A.M.

Thomas Reid

Thomas Reid, Vice Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-03.25a

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