

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 10, 2025
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, 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, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topic scheduled for discussion was Budget.

Finance Director Graham spoke regarding the Capital Improvement Fund and reviewed a handout (attached to Minutes as Exhibit A). He reported on revisions as discussed at the prior Administrative Workshop.

Community Improvement Director Sullivan spoke regarding the purchase of vehicles for her department. She stated that she had budgeted \$45,000 based on the prior purchases but she has requested pricing to see if that amount can be decreased. She noted that the purchase would be of a small SUV and not another pickup truck like the most recent purchase. She explained that the pickup truck has had multiple issues.

Mr. Graham spoke regarding the proposed Community Improvement Department operating budget and reviewed a handout (attached to Minutes as Exhibit B). He stated that the budget was calculated using a 5% increase to Salaries and Wages. He noted that the national average CPI was most recently 2.3% but the department heads felt that that number was too low given last year's storm activity.

Mayor Penny stated that he feels that recent CPI figures do not reflect what is going on in people's lives right now. He spoke in favor of calculating the budget using a 5% increase.

The consensus of the Commission was to use a 5% increase to Salaries and Wages for the FY2026 budget.

Mr. Graham continued to review the Community Improvement Department operating budget for FY2026 (included in Exhibit B).

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In response to Mayor Penny, Mr. Graham explained that the Federal Emergency Management Agency (FEMA) has indicated that if building fees were waived, FEMA may not reimburse for related overtime expenses.

Discussion ensued regarding storm response activities and overtime.

- Overtime
 - FY2026 Increased from \$2,365 to \$5,000

Mr. Graham spoke regarding health insurance expenditures and reviewed a handout (attached to Minutes as Exhibit C). He discussed trends in rate increases and noted that he increased health insurance 9%.

Mr. Graham spoke regarding the proposed Legislative operating budget and reviewed a handout (attached to Minutes as Exhibit D). He noted that he increased salaries by 5% and noted that legal expenditures have been trending up.

City Clerk Lewis spoke regarding the City Hall study and reviewed a handout (attached to Minutes as Exhibit E). She stated that the architects have provided budget estimates for renovating or rebuilding City Hall. She said that the options presented are renovating the second floor to become the new first floor with the addition of a new second floor above or a new construction project. She explained that repairing the current first floor is expected to put the project above FEMA's 50% rule which would require the building to be brought up to current building codes.

Discussion ensued regarding renovating or rebuilding City Hall.

In response to Commissioner Neidinger, Public Safety Director Mixson spoke regarding the current state of the old fire station building. He said that it could be renovated for use as a temporary City Hall but there are concerns about the roof and air conditioning.

Mayor Penny recommended budgeting soft costs in FY2026 and construction costs in FY2027 or FY2028. He suggested looking into options for temporarily relocating City Hall and pursuing the construction of a new City Hall.

The consensus of the Commission was to budget for soft costs for the City Hall project in FY2026 and to pursue options and estimates for a temporary space for City Hall operations.

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*Vice Mayor Reid left the meeting at 10:06 A.M. and returned at 10:09 A.M.

Chief Mixson spoke regarding a request from Pinellas Suncoast Fire & Rescue District (PSFRD). He said that PSFRD has asked if they can have or purchase a part of the alert system at the old fire station. He explained that PSFRD is in need of the part and the City could not use it in the future as it is not compatible with the alert system at the new station. He explained that PSFRD is currently operating out of a temporary station so they do not want to invest in a new alert system if they can avoid it. He noted that the part is valued between \$1,500 and \$4,500. He suggested that the City donate the part to PSFRD.

The consensus of the Commission was to donate the requested alert system part to PSFRD.

Chief Mixson noted that he would ensure that PSFRD would be responsible for any costs associated with moving the part.

Chief Mixson spoke regarding potential grant projects for hazard mitigation. He requested approval to utilize Advanced Engineering to manage generator grant applications that staff would like to pursue.

Discussion ensued regarding generators for City facilities and corresponding grant processes.

The consensus of the Commission was to pursue grant assistance from Advanced Engineering and to focus on the addition of a generator at the Annex.

There being no further discussion, the meeting was adjourned at 10:34 A.M.

Thomas Reid

Thomas Reid, Vice Mayor

ATTEST:

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Carley Lewis

Carley Lewis, City Clerk
06-10.25a

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TO VIEW ORIGINAL SIGNED MINUTES,
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