

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 17, 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, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Hurricane Season Preparedness Activities and Budget.

The first topic for discussion was Hurricane Season Preparedness Activities.

Community Improvement Director Sullivan spoke regarding recent legislative changes. She reported that Senate Bill 180 requires the availability of remote operations and permitting within 5 days of a storm. She noted that there are also changes to how certain fees can be calculated so staff is evaluating how to proceed.

Discussion ensued regarding post-storm operations.

City Clerk Lewis spoke regarding emergency purchasing policies and distributed a handout (attached to Minutes as Exhibit A). She stated that the City Code currently limits emergency expenditures by the Incident Commander to \$50,000. She further stated that \$50,000 has been shown to be difficult to operate within following a disaster. She noted that the limit was temporarily waived by the City Commission in response to Hurricane Helene and Hurricane Milton. She suggested that the limit be removed from the City Code.

Discussion ensued regarding emergency expenditures.

The consensus of the Commission was to put the draft ordinance on the July 1st Regular Commission Meeting agenda to pursue removing the \$50,000 emergency expenditure limit from the City Code.

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City Clerk Lewis spoke regarding sandbags. She suggested that the City offer a self-serve sandbag station on weekends during the summer. She said that the public would be encouraged to prepare early to decrease the rush to prepare in the days leading up to a storm.

Public Works Director Shimko stated that it is difficult for his staff to prepare for a storm when there is a large push for sandbags at the last minute.

Discussion ensued regarding storm preparations.

The consensus of the Commission was to open a self-serve sandbag station on weekends during the summer.

The next topic for discussion was Budget.

Finance Director Graham spoke regarding the Five Year Capital Improvement Plan and reviewed a handout (attached to Minutes as Exhibit B). He said that he reduced the vehicles budget for the Community Improvement Department from \$45,000 to \$38,000 since the last meeting. He also stated that he adjusted the budget to account for soft construction costs for City Hall and renovation costs for the old fire station. He said that he has currently budgeted approximately 9 million dollars over the next few years for the City Hall project.

Mr. Graham spoke regarding the proposed Public Safety Department operating budget and reviewed a handout (attached to Minutes as Exhibit C). He explained that he budgeted for a 5% salary increase but the City is current in the contract negotiation process with the firefighters' union so the salary figure may need to be adjusted based on the outcome of that process.

In response to Mayor Penny, Mr. Graham spoke regarding computer consultant expenses and reviewed a handout (attached to Minutes as Exhibit D). He stated that computer consulting costs include the City's IT support vendor Verteks along with software expenses and support for programs like Tyler/EnerGov.

Public Safety Director Mixson reviewed the proposed Public Safety Department operating budget (included in Exhibit C). He spoke regarding increasing utility costs, training expenses, and software and computer purchases.

Discussion ensued regarding computer and server replacements.

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Mr. Graham spoke regarding the proposed Finance & Administration operating budget and reviewed a handout (attached to Minutes as Exhibit E). He stated that he is retiring at the end of the calendar year. He further stated that he budgeted his salary through the end of the year and added funds for the salary of a new director starting on October 1st because Commissioner Neidinger is hoping for there to be overlap so that he can help train the new person.

Mr. Graham spoke regarding the proposed Public Works operating budget and reviewed a handout (attached to Minutes as Exhibit F).

Mr. Shimko stated that parks expenditures are expected to be higher in the coming year as the City recovers from last year's storm season.

Mr. Graham spoke regarding proposed FY2026 budget and reviewed a handout (attached to Minutes as Exhibit G). He spoke regarding City events and noted that he reduced the Special Events budget as staff is not expecting to hold Artspring in 2026 since there is not an event space available.

In response to Mayor Penny, City Clerk Lewis stated that artists have not been in favor of doing an art event outside because of weather concerns.

Mr. Graham spoke regarding operating revenues and fund transfers (included in Exhibit G). He reported that the decrease in property values decreases tax revenues. He discussed options for covering the debt service for the fire station.

City Clerk Lewis spoke regarding annual Form 1 filings, upcoming conferences, and Commission training requirements. She noted that an Executive Session will need to be scheduled for the Commission to discuss the ongoing contract negotiations related to the firefighters' union.

The consensus of the Commission was to schedule an Executive Session for June 26, 2025 at 9:00 A.M.

City Clerk Lewis reported that the pavilion at Bay View Park is not complete so a date for a grand opening event has not been finalized.

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

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Thomas Reid

Thomas Reid, Vice Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-17.25a

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