

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 24, 2025  
COMMISSION CHAMBERS - 9:09 A.M.

Mayor Penny called the meeting to order at 9:09 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 Five Year Capital Improvement Plan and reviewed a handout (attached to Minutes as Exhibit A). He said that per a previous discussion with the Commission, staff is planning to use funds budgeted for the Chambers A/V system to begin the necessary computer upgrades. He noted that he added funds toward the City Hall construction project in response to the discussion at the last Administrative Workshop.

Discussion ensued regarding funding opportunities for City Hall.

Mr. Graham spoke about procuring an emergency generator for City Hall and the grant process.

Public Safety Director Mixson spoke regarding upcoming generator grant projects. He said that the City had decided to focus on pursuing a generator for the Annex. He explained that he believes grant applications tend to get better scoring if the project is budgeted.

- Emergency Generator - City Hall  
-\$618,750 moved from FY2028 to FY2026

Mr. Graham noted that he will adjust for the expected \$150,000 in grant revenue in conjunction with the generator project expense.

Mr. Graham spoke regarding changes to the proposed General Fund budget and reviewed a handout (attached to Minutes as Exhibit B). He said that the budget is currently based on the current millage

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rate which creates a deficit due to the decrease in property values. He discussed fund transfers and debt service payments.

City Clerk Lewis informed the Commission that an applicant has been hired for the vacant Planner position. She spoke regarding license and certification incentives and requested approval to add the Planner position to the incentive policy because the policy was written before the City had a Planner. She also requested to update the existing policy to include the American Institute of Certified Planners (AICP) certification and Fire Inspector certification to the list of credentials that warrant incentive pay. She noted that incentive pay for such licenses is currently \$1,200 per year.

It was the consensus of the Commission to approve the requested changes to the City's certification incentive pay policy.

Mr. Graham noted that he would amend the budget to reflect the additional incentive pay.

Mr. Graham spoke regarding millage rate options for FY2026 and reviewed a handout (attached to Minutes as Exhibit C). He reported that estimated property values show a decrease of approximately 4%. He explained that because of the decrease, the rollback rate is 5.3076 which is higher than the current millage rate. He recommended a millage rate of 5.8709 for FY2026.

Mayor Penny stated that once the tentative millage rate is set, it can be lowered later in the budget process once the Commission has more information. He spoke in favor of choosing a millage that will support the City's financial needs.

Vice Mayor Reid spoke against raising taxes. He suggested that the City work to absorb the shortfall.

Mayor Penny suggested choosing a millage rate that would balance the budget.

City Clerk Lewis explained that South Pasadena does not have the same revenue options as other jurisdictions that can charge for parking or collect bed taxes. She said that staff is concerned about future financial obligations given the state of City Hall.

Discussion ensued regarding millage rate options for FY2026.

The consensus of the Commission was to move forward with a tentative proposed millage rate of 5.5470 to be formally voted on

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at the July 1<sup>st</sup>, 2025 Regular Commission Meeting.

Mr. Graham spoke regarding the proposed Sewer Enterprise Fund budget and reviewed a handout (attached to Minutes as Exhibit D). He explained that sewer revenues have decreased and the City of St. Petersburg expects to increase their processing fees by 9.55%. He recommended pursuing a 9.5% rate increase to balance the fund.

Discussion ensued regarding sewer rates.

The consensus of the Commission was to pursue a 9.5% sewer rate increase. The Commission further agreed that Mr. Graham is authorized to increase or decrease the rate change as needed when he receives final information from the City of St. Petersburg.

Mr. Graham spoke regarding the proposed Reclaimed Water Fund budget and reviewed a handout (attached to Minutes as Exhibit E). He recommended a 9.25% rate increase based how the fund is trending.

Discussion ensued regarding reclaimed water usage and fees.

The consensus of the Commission was to pursue a 9.25% reclaimed water rate increase.

Chief Mixson requested permission to purchase a StarLink satellite internet device. He reported that the cost is \$2,400 with a \$165 monthly fee. He noted that the City borrowed a StarLink from Pinellas County during the last storm season but the availability is not guaranteed so he recommended that the City buy its own.

Discussion ensued regarding the purchase of a StarLink.

The consensus of the Commission was to purchase a StarLink.

There being no further discussion, the meeting was adjourned at 10:28 A.M.

*Thomas Reid*

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Thomas Reid, Vice Mayor

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ATTEST:

*Carley Lewis*  
Carley Lewis, City Clerk  
06-24.25a

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PLEASE CONTACT THE CITY CLERK'S OFFICE.**