

M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, OCTOBER 7, 2025  
COMMISSION CHAMBERS - 9:10 A.M.

Mayor Penny called the meeting to order at 9:10 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALLEES, LYNDY THOMPSON, AND MAYOR ARTHUR PENNY. ABSENT: VICE MAYOR THOMAS REID. 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 COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN.

The topics scheduled for discussion were City Audit Presentation with CBIZ CPAs P.C., Suncoast League of Cities Voting Member, Duke Outlet Rentals for Holiday Decorations, and Budget Updates.

The first topic for discussion was the City Audit Presentation with CBIZ CPAs P.C.

Branden Lopez, CBIZ CPAs P.C., spoke regarding the FY2024 Annual Comprehensive Financial Report and reviewed a handout (attached to Minutes as Exhibit A). He discussed City financials and reported that the City received an unmodified opinion.

Discussion ensued regarding audit processes and reports.

The next topic for discussion was Suncoast League of Cities Voting Member.

In Vice Mayor Reid's absence, City Clerk Lewis spoke regarding the City's Suncoast League of Cities (SLC) voting Member. She explained that Vice Mayor Reid's current term as SLC President ends this month, but as a current or past president, he will continue to get a vote. She added that the City can choose a new person voting member and Vice Mayor Reid suggested Commissioner McAlees.

The consensus of the Commission was to pursue Commissioner McAlees serving as the City's voting member for SLC.

The next topic for discussion was Duke Outlet Rentals for Holiday Decorations.

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Public Works Director Shimko reported that Duke has notified the City that they will be charging for use of outlets on power poles for holiday decorations. He said that the City can rent the outlets for a cost of approximately \$416 per month for 81 outlets. He noted that the proposed agreement is for 10 years.

Discussion ensued regarding the rental of outlets for holiday decorations.

The consensus of the Commission was to move forward with the contract for outlet rentals with Duke Energy.

The last topic for discussion was Budget Updates.

Mr. Shimko stated that he had intended to move an employee to the level of Maintenance II in July. He said that he would like to move the employee to the new position and pay scale now and pay him the difference. He said that the estimated cost is approximately \$1,700 and a budget amendment would likely be necessary.

Commissioner Neidinger spoke regarding Commission salaries. She stated that Commission salaries can be increased at the same rate to what is given to the employees. She further stated that the process was put in place by the Charter Review Committee in order to keep Commission salaries competitive. She asked if the Commission would like to pursue the increase.

Mayor Penny stated that the increase was included in the approved budget.

Discussion ensued regarding the process for adjusting Commission salaries.

The consensus of the Commission was to put a resolution on the October 14, 2025 Regular Commission Meeting agenda approving a 5% COLA for the Commission retroactive to October 1, 2025.

Commissioner Neidinger spoke regarding the City's contribution to employee dependent coverage. She stated that the City currently contributes 30% toward dependent coverage for general employees. She further stated that the Commission agreed to increase the City's contribution for dependent coverage for the City's firefighters to 40%. She recommended that the contribution toward dependent coverage for general employees also be increased to 40%.

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Discussion ensued regarding the City's contributions toward dependent coverage.

The consensus of the Commission was to increase the City's contributions toward employee dependent coverage to 40% for FY2026, 45% for FY2027, and 50% for FY2028.

Mr. Graham mentioned he will be writing a budget amendment for the FY2025 budget to address hurricane costs.

Community Improvement Director Sullivan reported on permitting activity since October 1, 2024. She informed the Commission that the total amount of permit fees waived was \$1,051,351.20 and the total amount of permit fees collected was \$951,421.23.

Discussion ensued regarding storm recovery and construction activity.

City Clerk Lewis asked the Commission if they wished to continue the Community Improvement Department's monthly activity reports.

The consensus of the Commission was to continue the Community Improvement Department activity reports on a bimonthly basis.

Marketing Coordinator Britton-Kant spoke regarding the upcoming Trunk or Treat event. She reported that candy will be provided by the City and offered to assist with vehicle decorations as needed.

There being no further discussion, the meeting was adjourned at 10:06 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk  
10-07.25a

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