

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, SEPTEMBER 5, 2023
COMMISSION CHAMBERS - 9:10 A.M.

Vice Mayor Reid 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, *BEN THOMAS, LYNDIA THOMPSON, AND VICE MAYOR REID. ABSENT: MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY JULIA MANDELL, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, PUBLIC SAFETY DIRECTOR DAVID MIXSON, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN, AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were City Audit Presentation with Peter Schatzel of Wells, Houser & Schatzel, P.A.; CS/CS/SB 170 Business Impact Estimate Requirement; Boat Anchoring Issue Update; and Hurricane Idalia Update.

The first topic for discussion was the City Audit Presentation with Peter Schatzel of Wells, Houser & Schatzel, P.A.

Peter Schatzel of Wells, Houser & Schatzel, P.A., spoke regarding the City audit and reviewed two handouts (attached to Minutes as Exhibit A and Exhibit B). He reviewed his firm's audit findings with regard to the City's fund levels and regulatory compliance. He commented that the City's accounting records were found to be accurate and complete. He noted that as of the end of fiscal year 2022, the City had approximately 6.5 months of operating expenses in reserves.

*Commissioner Thomas joined the meeting at 9:16 a.m.

Discussion ensued regarding actuarial evaluations and projections.

Vice Mayor Reid suspended the rules of procedure to take the agenda items out of order to discuss the Boat Anchoring Issue Update.

In response to Vice Mayor Reid, Sergeant Ronald Blair, Pinellas County Sheriff's Office (PCSO), spoke regarding the status of derelict vessels and PCSO marine unit activities in local

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waterways. He reported that a vessel named Oddball Fish has been impounded.

Commissioner Neidinger questioned if local boats can be required to have a pump out service.

Sergeant Blair spoke regarding pump out requirements. He stated that the PCSO can inspect toilet systems and has checked local boats. He noted that it is difficult to monitor because deputies have to physically see someone dump waste in order to act on it.

Discussion ensued regarding enforcement of marine regulations and multi-agency coordination.

City Attorney Mandell spoke regarding the creation of local legislation related to boat cleanouts. She stated that implementing regulations for proper pump outs would require that a sewage disposal service or facility is available within the jurisdiction. She further stated that she is concerned about the ability to enforce such regulations.

Discussion ensued regarding the regulation and enforcement of boat pump out processes.

City Attorney Mandell noted that in addition to addressing the need for a local pump out facility, the City would have to get approval from the federal government to establish the area as a no discharge zone.

The consensus of the Commission was to have City Attorney Mandell research the issue of local legislation for boat pump outs and present to the City Commission at a future meeting.

The next topic for discussion was the CS/CS/SB 170 Business Impact Estimate Requirement.

City Attorney Mandell spoke regarding new legislation and reviewed a handout (attached to Minutes as Exhibit C). She reported that jurisdictions are now required to draft business impact statements prior to the adoption of certain types of ordinances. She stated that data relating to the financial impact of certain ordinances will have to be evaluated and made public. She said that a sample Business Impact Statement form has been created and she would recommend that the City use it moving forward. She noted that the new requirement takes effect on October 1, 2023.

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The next topic for discussion was the Hurricane Idalia Update.

Public Safety Director Mixson reported that staff is working with Pinellas County to calculate estimates for damage assessment. He stated that the City's estimates for Category A - Debris Remove and Category B - Emergency Protective Measures have been approved for reimbursement at \$14,147 and \$37,295 respectively.

Discussion ensued regarding storm response activity and expenses.

City Clerk Lewis spoke regarding disaster pay for exempt employees who worked during Hurricane Idalia. She reviewed the existing policy listed in the Employee Handbook and asked for Commission clarification on how it should be interpreted. She explained that the policy includes certain timeframes but it is not clear what the intention is for when disaster pay should start. She said that if disaster pay is given for hours worked after a 40 hour workweek, the total cost would be approximately \$5,500 but if is calculated after a 35 hour workweek the total cost would be approximately \$6,600.

Discussion ensued regarding the disaster pay policy.

The consensus of the Commission was to approve approximately \$6,600 for disaster pay following Hurricane Idalia based on hours worked in excess of exempt employees' normal workweek with no wait period following the declaration of a state of emergency.

City Clerk Lewis said she will draft an update to the disaster pay policy to clarify the Commission's intent and present it for consideration at a future meeting.

There being no further discussion, the meeting was adjourned at 10:14 A.M.



Arthur Penny, Mayor

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ATTEST:

Carley Lewis

Carley Lewis, City Clerk
09-05.23a

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