

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, MARCH 5, 2024  
COMMISSION CHAMBERS - 9:07 A.M.

Mayor Penny called the meeting to order at 9:07 A.M. immediately following the Agenda Meeting and dispensed with opening formalities.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, BEN THOMAS, LYNDIA THOMPSON, VICE MAYOR THOMAS REID, AND 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 Proposed Park Regulations, Statewide Mutual Aid Agreement - 2023, Website Redesign, About Town Newsletter Article Review, and Commission Department Assignments.

The first topic for discussion was Proposed Park Regulations.

Public Works Director Shimko spoke regarding rules and usage of City parks and reviewed a handout (attached to Minutes as Exhibit A). He stated that the City Code does not currently include standard regulations for parks so enforcement of proper usage is difficult.

City Clerk Lewis stated that staff has put together proposed language relating to the City parks that would address things like hours of operation, abandonment of property, and the mooring of watercraft on City seawalls.

Discussion ensued regarding rules for City parks and seawalls.

The consensus of the Commission was to add the proposed ordinance addressing park regulations and mooring of watercraft to the March 12, 2024 Regular Commission Meeting agenda.

The next topic for discussion was Statewide Mutual Aid Agreement - 2023.

Public Safety Director Mixson spoke regarding the proposed Statewide Mutual Aid Agreement and reimbursement for disaster-related mutual aid expenses. He stated that requests for

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resources are put out in the event of an emergency throughout the state and departments send equipment and staff if they are able. He explained that filing for reimbursements of such mutual aid will only be possible through an online portal going forward. He noted that the City is not obligated to send staff in such instances but the agreement would need to be executed in order for the City to be reimbursed in the event that they do respond to mutual aid requests.

Discussion ensued regarding mutual aid emergencies and expense reimbursements.

Chief Mixson noted that he will be required to submit a copy of the Minutes documenting the agreement's approval.

In response to Chief Mixson, City Attorney Mandell stated that draft Minutes could be sent if the items must be submitted before the Minutes are formally approved.

The next topic for discussion was Website Redesign.

City Clerk Lewis spoke regarding the City website and distributed a handout (attached to Minutes as Exhibit B). She reviewed the proposed website designed and requested Commission approval to move forward with the new layout.

Discussion ensued regarding redesigning the City website.

The consensus of the Commission was to move forward with the proposed redesign.

The next topic for discussion was About Town Newsletter Article Review.

Commissioner Thompson reported that she would like to feature Psalms' Gourmet Brittle in the next edition of the newsletter. She spoke regarding the business and reviewed her draft article (attached to Minutes as Exhibit C).

The consensus of the Commission was to move forward with Commissioner Thompson's article about Psalms' Gourmet Brittle.

The next topic for discussion was Commission Department Assignments.

Mayor Penny spoke regarding Commission department assignments and presented his recommendations as follows:

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Vice Mayor Reid - Public Works Department  
Commissioner Thompson - Community Improvement Department  
Commissioner Thomas - Finance Department  
Commissioner Neidinger - Public Safety Department

The consensus of the Commission was to move forward with Mayor Penny's recommendations for Commission department assignments to be formally approved at the March 12, 2024 Regular Commission Meeting.

Mayor Penny noted that he would speak about the appointment of a Vice Mayor at the next meeting.

City Attorney Mandell spoke regarding a recent public hearing related to the dock project at Causeway Village. She reported that the hearing was put into abatement and she will be researching issues that were raised. She stated that she would like to schedule meetings with members of the Commission individually to discuss her legal opinion on how to move forward. She discouraged the City Commission from discussing the topic since it is a pre-litigation matter.

There being no further discussion, the meeting was adjourned at 9:37 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
03-05.24.a

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