

## M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, MARCH 19, 2024  
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:01 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS BEN THOMAS, LYNDY THOMPSON, THOMAS REID, VICE MAYOR GAIL NEIDINGER, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY JULIA MANDELL, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN AND DEPUTY CITY CLERK MARY JO BOWMAN.

The topics scheduled for discussion were Local Milestone Inspection Report Status, Request from the Tampa Bay Regional Planning Council RE: Sunshine State Energy Resilience Coalition, and Spring Events Update.

The first topic for discussion was Local Milestone Inspection Report Status.

Community Improvement Director Sullivan spoke regarding milestone inspections at local condominiums. She explained that state legislation requires condominiums over four stories to have engineering inspections conducted and the engineering reports have to be filed with the local municipality. She explained that if concerns are identified, a report must be prepared by the engineer documenting how issues will be addressed, including a timeline for completion. She reported that 7903 and 7907 Sailboat Key were identified as having dangerous conditions. She further stated that the engineer had filed a report with a plan for repairs in November 2023 but she was recently informed that he has been fired. She said that as of March 1, 2024, repairs had not been performed so she posted a Notice of Violation at the properties giving them 30 days to install shoring, name an engineer of record, and have a corrective plan in place or the buildings would be evacuated.

Discussion ensued regarding milestone inspection processes, liabilities, and evacuations.

Ms. Sullivan stated she would update the Commission during the next Administrative Workshop with the status of the milestone inspection report for the subject properties.

ADMINISTRATIVE WORKSHOP  
TUESDAY, MARCH 19, 2024 - 9:01 A.M.

The next topic scheduled for discussion was Request from the Tampa Bay Regional Planning Council RE: Sunshine State Energy Resilience Coalition.

City Clerk Lewis spoke regarding a request from the Tampa Bay Regional Planning Council (TBRPC) and reviewed a handout (attached to Minutes as Exhibit A). She discussed the Sunshine State Energy Resilience Coalition and its environmental goals.

The consensus of the Commission was to approve the request from the TBRPC and to have Mayor Penny sign the draft letter.

The next topic scheduled for discussion was Spring Events Update.

Public Works Director Shimko spoke regarding preparations for the upcoming spring events. He reviewed logistics for signage, setup, vendor participation, advertising, and transportation.

City Clerk Lewis reported that advertising for the upcoming events has been placed with the normal publications. She noted that both the Block Party and Artspring will be posted on the local billboard.

Discussion ensued regarding Block Party logistics.

In response to Mayor Penny, City Clerk Lewis spoke regarding the mural initiative. She stated that artists have been chosen for the three locations and they are currently in the process of submitting their design ideas.

In response to Mayor Penny, City Clerk Lewis replied that the dedication for the new fire station is projected to occur in early June 2024.

In response to Vice Mayor Neidinger, Finance Director Graham spoke regarding expenses and budgetary figures for the Fire Station. He reported that there is \$21,000 remaining the budget for repairs.

Lieutenant Whitehead informed the Commission that repairs are needed for the reserve truck. He explained that the vendor, South Florida Emergency Vehicles, is the sole provider of maintenance on Sutphen vehicles in the state of Florida. He noted that sole source documentation is being prepared and the estimate for the repair is \$23,383. He spoke regarding the importance of having a functional reserve truck.

ADMINISTRATIVE WORKSHOP  
TUESDAY, MARCH 19, 2024 - 9:01 A.M.

Mr. Graham stated that the estimated repair will deplete their repair budget. He suggested that the expense be approved because it is an emergency and then the Commission can consider if a budget amendment is necessary to address other expenses that may occur during the rest of the year. He noted that he would process the expense with a transfer between Public Safety Department line items.

Discussion ensued regarding the Public Safety Department budget.

The consensus of the Commission was to move forward with the repair expense for the reserve fire truck.

There being no further discussion, the meeting was adjourned at 9:44 A.M.

*Arthur Penny*

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Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

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Carley Lewis, City Clerk  
03-19.24a

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