

M I N U T E S

ADMINISTRATIVE WORKSHOP  
SOUTH PASADENA, FLORIDA

TUESDAY, OCTOBER 15, 2024  
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:12 A.M. All participated in the pledge to the flag.

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

The topics scheduled for discussion were Hurricane Helene Update, City Events Update, and FY 2025 Budget Update.

The first topic for discussion was Hurricane Helene Update.

Public Works Director Shimko spoke regarding storm debris removal. He stated that haulers have been delayed due to the second storm. He further stated that the removal process should begin soon.

Discussion ensued regarding storm debris removal policies and processes.

\*City Attorney Mandell entered the meeting at 9:15 a.m.

Public Safety Director Mixson reported on Hurricane Helene evacuations and rescues. He stated that storm surge reached historic levels and crews were not able to respond during the worst of the storm. He noted that crews made water rescues whenever possible. He said that the lack of evacuations was a significant issue during Hurricane Helene.

Chief Mixson spoke regarding the evacuation of Lutheran Towers. He stated that the facility had limited utilities and was not safe for residents to stay in the building. He said that staff has requested assistance from the State in the form of inspectors, permit technicians, and plan reviewers to help the City in the recovery process.

Discussion ensued regarding storm-related emergencies including flooding and fires.

ADMINISTRATIVE WORKSHOP  
TUESDAY, OCTOBER 15, 2024 - 9:12 A.M.

Mr. Shimko spoke regarding functionality of the lift stations. He stated that the pumps were down due to damage and power outages but functionality has been significantly restored.

Community Improvement Director Sullivan spoke regarding storm response and recovery policies for rebuilding. She discussed the National Flood Insurance Program (NFIP), FEMA's 50% rule, and substantial damage assessments. She said that due to damage sustained during Hurricane Helene, many local structures have been deemed unsafe. She noted that the Florida Division of Emergency Management (FDEM) will be deploying building inspectors and plan reviewers to assist the City. She explained that after substantial damage assessments have been completed, letters will be sent to local property owners to indicate their assessment results and provide information for how to move forward.

Discussion ensued regarding local damage due to Hurricane Helene and Hurricane Milton and corresponding damage assessments.

City Attorney Mandell encouraged the City Commission to take the storm response process seriously. She stated that many residents will face difficult circumstances going forward but the City needs to strictly follow FEMA's policies or the City could be dropped from the NFIP.

City Clerk Lewis stated that a Special Commission Meeting has been scheduled for October 17<sup>th</sup> to address many items that had to be postponed because of the recent storms. She noted that an emergency ordinance will be brought before the Commission that relates to the parking of recreational vehicles and boats for those who sustained storm damage.

City Clerk Lewis stated that she would like to propose some support initiatives for employees that were affected by the storms. She said that options are being discussed that would be brought before the Commission at a future meeting.

The next topic for discussion was City Events Update.

Mr. Shimko stated that staff is not sure about the status of electricity at the parks. He noted that he thinks a tree lighting event would be possible.

City Clerk Lewis reported that staff will need to evaluate whether or not the boat parade can go forward. She stated that the materials for Artspring have been destroyed. She said that

ADMINISTRATIVE WORKSHOP  
TUESDAY, OCTOBER 15, 2024 - 9:12 A.M.

staff does not foresee being able to hold the City's normal spring events next year.

The last topic for discussion was FY 2025 Budget Update.

Finance Director Graham reported that \$1.2 million was budgeted as revenue for the sale of the old fire station property.

City Clerk Lewis spoke regarding the future of the old fire station property. She stated that the City is outgrowing its current facilities. She further stated that staff is recommending that the Commission consider not selling the property and allowing it to be used for internal growth. She suggested that the property be updated to house the Public Works Department. She explained that the Finance Department could move to the Annex Building and the newly created positions would have space in City Hall.

Discussion ensued regarding City facilities.

City Clerk Lewis requested that funds that were budgeted for a second marketing position be redirected to create an on-staff IT position. She said that the recent storm activity has highlighted the City's need for internal IT help to act as a liaison with the outside IT consulting firm. She requested that the IT position be created at the same pay scale as the Marketing Coordinator position. She noted that staff would need to temporarily utilize two Commission offices for the new employees until the City's other facilities are updated to allow for more space.

The consensus of the Commission was to move forward with the creation of the internal IT position as requested by City Clerk Lewis and to consolidate Commission offices to allow for office space to be used by staff.

Mr. Graham spoke regarding budgetary items coming before the Commission at the October 17<sup>th</sup> Special Commission Meeting. He noted that ordinances related to sewer and reclaimed water fees are having to be postponed because they will need to be re-noticed after being delayed by the storms.

In response to Vice Mayor Neidinger, City Clerk Lewis stated that staff is working on scheduling meetings to help provide storm response information to the public.

ADMINISTRATIVE WORKSHOP  
TUESDAY, OCTOBER 15, 2024 - 9:12 A.M.

Discussion ensued regarding upcoming meetings and public outreach.

There being no further discussion, the meeting was adjourned at 11:02 A.M.

*Arthur Penny*

Arthur Penny, Mayor

ATTEST:

*Carley Lewis*

Carley Lewis, City Clerk  
10-15.24a

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