

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, MAY 20, 2025
COMMISSION CHAMBERS - 9:00 A.M.

Mayor Penny called the meeting to order at 9:03 A.M. All participated in the pledge to the flag.

ROLL CALL: COMMISSIONERS GAIL NEIDINGER, MARK MCALEES, LYNDIA THOMPSON, VICE MAYOR THOMAS REID, AND MAYOR ARTHUR PENNY. ALSO PRESENT: CITY CLERK CARLEY LEWIS, CITY ATTORNEY KRISTEN GRAY, 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 Public Works Department Bucket Truck Purchase, Department Head Reports, and City Hall Hurricane Recovery Update.

The first topic for discussion was Public Works Department Bucket Truck Purchase.

Public Works Director Shimko reported that he budgeted to purchase a bucket truck in fiscal year 2027 but the truck is available now. He said that he was told it would take two and a half years to complete but it is ready early. He requested approval to move the purchase into the current year and do a budget amendment as needed. He noted that the cost of the purchase is \$131,043.

The consensus of the Commission was to move forward with purchasing the bucket truck in the current fiscal year and to pursue a budget amendment as needed.

The next topic for discussion was Department Head Reports.

Mr. Shimko reported that the Bay View Park pavilion project is nearing completion.

In response to Mayor Penny, City Clerk Lewis said that the City had been in communication with Bay Island about the private dock issue but last year's hurricanes caused discussions to pause.

Mr. Shimko spoke regarding Public Works Department activities including traffic light timing and tree replacements.

ADMINISTRATIVE WORKSHOP
TUESDAY, MAY 20, 2025 - 9:03 A.M.

Community Improvement Director Sullivan spoke regarding Community Improvement Department activities including local development projects, department staffing, and inspections.

Ms. Sullivan spoke regarding the purchase of plan review tables. She stated that the purchase is budgeted and she solicited quotes from three vendors. She explained that iPlan Tables were the middle quote but they best meet the needs of her department. She requested approval to purchase iPlan Tables.

The consensus of the Commission was to approve the purchase of the iPlan Tables.

Public Safety Director Mixson spoke regarding Public Safety activities including crew recognitions, inspection processes, call volumes, the purchase of a high water vehicle, and preparations for hurricane season.

Discussion ensued regarding upcoming hurricane preparedness presentations.

Finance Director Graham spoke on Finance Department activities including financial reports, the upcoming budget process, year to date expenditures, and hurricane expense totals.

In response to Mayor Penny, City Clerk Lewis spoke regarding polling location options and costs. She said that Hibiscus Hall will be ready to serve as a polling location in the near future. She reported that Pinellas County has selected the Crystal Bay Hotel as the City's polling location for county elections and the City is able to contract with the same site for municipal elections at a cost of \$1,950. She suggested using the same site as Pinellas County to reduce confusion for residents rather than looking for another location.

Discussion ensued regarding election costs and polling locations.

The consensus of the City Commission was to pursue contracting with the Crystal Bay Hotel for upcoming municipal elections.

Discussion ensued regarding possibilities for the polling place location.

City Clerk Lewis spoke regarding Administration Department activities including the new City website, Form 1 filings and ethics trainings, and summer events.

ADMINISTRATIVE WORKSHOP
TUESDAY, MAY 20, 2025 - 9:03 A.M.

City Clerk Lewis reported that the Bay View Park pavilion project will be done soon and staff would like to plan an event to reopen it. She stated that the City's 70th anniversary is on July 1st and suggested having an event to reopen the park and celebrate the City's anniversary.

Discussion ensued regarding the reopening of Bay View Park.

The consensus of the Commission was to schedule a reopening event for Bay View Park on July 1st after the Regular Commission Meeting.

City Clerk Lewis spoke regarding the City's Facebook page. She explained that the page does not currently allow for comments from users because such comments would be public record and the City has not previously had the manpower to track and capture such data. She said that the new Marketing Coordinator position could be responsible for handling the capture of Facebook comments with the purchase of the appropriate software if the Commission wanted to allow comments.

Discussion ensued about allowing Facebook page comments.

The consensus of the Commission was to continue with the current social media policy and not enable comments.

City Clerk Lewis asked that members of the Commission notify staff if they would like to attend the Florida League of Cities (FLC) conference in August.

City Clerk Lewis spoke regarding planning assistance. She said that staff would like to use outside planner Chris Brimo to help the Community Improvement Department with their workload while the City continues to pursue hiring a planner.

City Attorney Gray recommended that an emergency contract be signed and then added to the June Regular Commission Meeting for ratification.

The consensus of the Commission was to approve the execution of an emergency contract with Chris Brimo's firm and for the item to come before the Commission at the June Regular Commission Meeting for ratification.

The next topic for discussion was City Hall Hurricane Recovery Update.

ADMINISTRATIVE WORKSHOP
TUESDAY, MAY 20, 2025 - 9:03 A.M.

City Clerk Lewis reported that Wannemacher Jensen Architects have been evaluating City Hall and should have repair and rebuild estimates soon. She said that staff recently met with FEMA representatives to discuss funding availability and options for renovating City Hall in light of the storm damage sustained last year. She explained that funding may be available but it could take several years to secure if the City wants to pursue a larger project, like rebuilding the facility.

Discussion ensued regarding potential repairs or reconstruction of City Hall.

There being no further discussion, the meeting was adjourned at 10:24 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
05-20.25a

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