

M I N U T E S

ADMINISTRATIVE WORKSHOP
SOUTH PASADENA, FLORIDA

TUESDAY, JUNE 6, 2023
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 CHRISTOPHER BERG, FINANCE DIRECTOR JAMES GRAHAM, PUBLIC WORKS DIRECTOR SHAWN SHIMKO, PUBLIC SAFETY DIRECTOR DAVID MIXSON, AND COMMUNITY IMPROVEMENT DIRECTOR TERESA SULLIVAN.

The topics scheduled for discussion were Comprehensive Plan Update, Department Head Reports, Sun Bench Request, and Budget.

The first topic for discussion was the Comprehensive Plan Update.

Luis Serna, Calvin, Giordano & Associates, LLC, spoke regarding updates to the Comprehensive Plan and reviewed a handout (attached to the minutes as Exhibit A). He discussed state and county regulations, property rights, and the submittal process. He stated that the goals, objectives, and policies need to be submitted to the state. He noted that there are map inconsistencies that can be fixed at a later date.

In response to Mayor Penny, Mr. Serna stated that the submission deadline has passed so City-initiated amendments will not be allowed until the update is submitted.

The consensus of the Commission was to move forward with the updates proposed by Mr. Serna and to add the item to the next Regular Commission Meeting agenda.

The next topic for discussion was Department Head Reports.

The Department Heads reviewed their reports with the Commission (attached to Minutes as Exhibit B).

Community Improvement Department

Community Improvement Director Sullivan spoke regarding departmental activities including local development,

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 6, 2023 - 9:07 A.M.

inspections, and permitting. She reported that she recently obtained her license to inspect commercial plumbing.

Public Works Department

Public Works Director Shimko spoke regarding the sanitation of City buildings. He stated that staff is currently sanitizing City Hall and the City Hall Annex Building once a month on a weekend. He noted that the process takes about two hours. He questioned if the Commission would like this process to continue.

Discussion ensued regarding sanitizing City facilities.

The consensus of the Commission was to continue with sanitizing City buildings monthly.

In response to Mayor Penny, Mr. Shimko spoke regarding complaints received. He said he would look into repairs needed for holes in the sidewalks from recent work by Duke Energy.

Mr. Shimko requested permission to use funds budgeted for elevator repairs to continue the shop expansion project. He stated that the project is being done in two phases with a total cost of approximately \$30,000.

The consensus of the Commission was to approve Mr. Shimko's request and to proceed with the shop expansion project.

Mr. Shimko spoke regarding departmental activities including tree trimming, the replacement of park restroom locks, hurricane signage, manhole inspections, local boats, and an upcoming SWFWMD meeting.

Public Safety Department

Public Safety Director Mixson spoke regarding departmental activities including hiring processes, hurricane preparedness, and the fire station construction project.

Finance Department

Finance Director Graham reported that the Neighborly Care Network has requested a contribution from the City. He noted that \$2,500 was budgeted as a donation.

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 6, 2023 - 9:07 A.M.

Mayor Penny spoke in favor of paying the \$2,500 donation to Neighborly Care Network.

Mr. Graham spoke regarding departmental activities and reviewed financials for the Firefighters' Pension Fund, American Rescue Plan Act funding, and capital projects.

Administration Department

City Clerk Lewis spoke regarding design proposals for the City's dolphin statue. She reported that she solicited designs from five artists and received three submissions from two artists. She stated that one artist had indicated he would be submitting a second design but has not yet. She further stated that one design features boats which she recommended having removed. She said that once the Commission has reviewed the designs, she would like to post the approved options to the City's Facebook page for the community to vote on. She noted that the designs range in cost from \$2,200 to \$2,800.

Discussion ensued regarding design submissions for the City's dolphin statue.

The consensus of the Commission was to discuss the topic again at the June 13th Administrative Workshop and to follow up with the artist who is expected to submit another design.

City Clerk Lewis spoke regarding the mural project. She discussed upcoming community meetings and proposed mural locations.

In response to Mayor Penny, Commissioner Thompson stated that she spoke with Jimmy Valenty about being featured in the newsletter when she was in the store. She further stated that she did not know that the business was for sale.

Mayor Penny spoke in favor of having businesses go through City Hall if they are interested in being featured in the newsletter.

Discussion ensued regarding featured business newsletter articles.

The consensus of the Commission was to move forward with Commissioner Thompson's article about Pasadena Liquors for the upcoming newsletter.

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 6, 2023 - 9:07 A.M.

City Clerk Lewis spoke regarding departmental activities including holiday event schedules, Chambers A/V updates, 2022 Form 1 submissions, the annual Florida League of Cities Conference, the fire station construction project, and article submissions for the Gabber.

The next topic for discussion was Sun Bench Request.

Commissioner Thompson stated that she would like two benches to be added near the water because she wants to sponsor them for family members who were boaters. She suggested replacing some of the extra green benches with Sun Benches.

Mayor Penny stated that he is concerned with making exceptions for members of the Commission. He said that the City has gotten requests for waterfront benches from members of the public but there are none left in the parks. He noted there is one waterfront bench available to be sponsored at the hospital and suggested Commissioner Thompson select it.

In response to Commissioner Neidinger, City Clerk Lewis stated that there are benches available for sponsorship in other locations but not on the water.

Discussion ensued regarding Commissioner Thompson's request for waterfront benches.

The consensus of the Commission was to monitor requests for waterfront benches in consideration for purchasing and installing more in the future.

The meeting was recessed at 10:29 a.m. and reconvened at 10:37 a.m.

The next topic for discussion was Budget.

Mr. Graham spoke regarding preliminary budget estimates and reviewed a handout (attached to Minutes as Exhibit C). He discussed the City's cash balances and financials for the Capital Improvement Fund. He reviewed proposed expenses and revenues related to planned capital projects including the fire station, vehicles, the Bay View Park pavilion and playground equipment.

Mayor Penny spoke in favor of increasing the Visioning/Beautification line item since it will be used primarily for the mural project.

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 6, 2023 - 9:07 A.M.

Discussion ensued regarding the use of Visioning/Beautification funds.

- Visioning/Beautification - Increased from \$75,000 to \$100,000

In response to Commissioner Neidinger, Mr. Graham stated that the budget includes revenue from the sale of the current fire station property. He further stated that if the City does not sell the property, it would reduce the City's budgeted cash funds.

Discussion ensued regarding selling the current fire station property.

Mr. Graham spoke regarding the Capital Budget and Five Year Capital Improvement Plan and reviewed a handout (attached to Minutes as Exhibit D). He discussed expected revenues and capital expenses for the Administration and Finance Departments.

Mayor Penny suggested pushing back the budgeted purchase of new tablets.

The consensus of the Commission was to delay the budgeted purchase of new tablets by two years.

Mr. Graham noted that tablet purchases are spread throughout the budget for all departments so adjustments will be made in multiple places.

Chief Mixson spoke regarding proposed capital expenditures for the Public Safety Department (included in Exhibit D).

Ms. Sullivan spoke regarding proposed capital expenditures for the Community Improvement Department (included in Exhibit D).

Ms. Sullivan spoke regarding the proposed purchase of Forerunner software. She stated that she received a draft contract that is being reviewed by the City Attorney. She requested permission to add the contract to the next Regular Commission Meeting agenda if there are no legal concerns.

The consensus of the Commission was to add the Forerunner software contract to the next Regular Commission Meeting agenda if it is ready in time.

Mr. Shimko spoke regarding proposed capital expenditures for the Public Works Department (included in Exhibit D).

ADMINISTRATIVE WORKSHOP
TUESDAY, JUNE 6, 2023 - 9:07 A.M.

Mr. Graham questioned if the Commission should set a limit for what the City is willing to spend on the Bay View pavilion project. He stated that the costs continue to increase well above the original estimate.

In response to Vice Mayor Reid, Mr. Shimko stated that some funds would need to be budgeted for repairs if the Commission decides not to replace it. He stated that money has been spent on the engineering work. He suggested completing the engineering process so that the plans can be used in the future if needed.

Discussion ensued regarding the Bay View pavilion project.

The consensus of the Commission was to complete the engineering process for the pavilion, obtain quotes for necessary repairs, and to consider soliciting bids for the replacement project after the City's winter holiday events.

There being no further discussion, the meeting was adjourned at 11:48 A.M.

Arthur Penny

Arthur Penny, Mayor

ATTEST:

Carley Lewis

Carley Lewis, City Clerk
06-06.23a

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